

**WESTERN COMMUNITY COLLEGE AREA
BOARD OF GOVERNORS
JUNE 16, 2021
AGENDA**

LUNCH – 12:00 P.M.

Western Nebraska Community College
Scottsbluff Campus
John C. Bishop Dining Hall, Pioneer Activity Center
1409 East 27th Street, Scottsbluff, Nebraska

REGULAR MEETING – 1:00 P.M.

Western Nebraska Community College
Scottsbluff Campus
Coral E. Richards Boardroom
1601 East 27th Street, Scottsbluff, Nebraska

Meeting Information: <http://go.wncc.edu/BoardofGovernors>

Meeting Zoom Link: <https://wncc.zoom.us/j/99447147828>

MISSION STATEMENT

***“WNCC assures learning opportunities for all – enriching lives,
invigorating communities, creating futures”***

PROPOSED AGENDA

A. Call to Order

B. Community Comments

C. Board Chairperson Comments

D. Roll Call

E. Consent Calendar

1. Review Contents of Consent Calendar
 - a. Agenda
 - b. Excuse Absent Board Member(s)
 - c. Minutes
 - i. Regular Meeting, May 19, 2021
2. Claims:
 - a. WCCA Unrestricted Fund - \$2,325,899.66
 - b. WCCA Restricted Fund - \$25,986.67
 - c. WCCA Federal Fund - \$3,861.03
 - d. WCCA Agency Fund - \$6,035.76
 - e. WCCA Loan Fund - 0 -
 - f. WCCA Plant Fund - \$22,300.00
 - g. WCCA Auxiliary Fund - \$565,226.00
 - h. City Planning Commission Reports (no reports)
 - i. Approval of Consent Calendar
3. Consideration of Items Extracted from Consent Calendar
4. Scottsbluff Gering United Chamber of Commerce
 - i. Marketing & Public Relations \$750.00
 - ii. Business & Community Education \$225.00

F. Board Member Mileage and/or Expense Reimbursement

Approval of Board Member Mileage and/or Expense Reimbursement (May 2021)

1. Dr. Margaret Crouse \$867.85 (NCCA Meeting & Board Meeting)
Ms. Lynne Klemke \$262.08
Mr. Allan Kreman \$21.84
2. Mr. R. J. Savely \$201.38
Mr. Richard Stickney \$59.92

G. Bid Consent Calendar

1. Review of Bid Consent Calendar
 - a. No Bids

H. Personnel Consent Calendar

1. Review Contents of Personnel Consent Calendar
 - a. Resignation(s):
 - i. Mr. Jon Leever, Aviation Technology Instructor, Applied Tech Division, Effective August 31, 2021
 - ii. Ms. Brooke Samuelson, Graphic Artist, Public Relations and Marketing Department Effective August 2, 2021
 - b. Appointment(s):
 - i. No appointments
2. **Approval** of Personnel Consent Calendar
3. Consideration of Items Extracted from Personnel Consent Calendar

I. WESTERN COMMUNITY COLLEGE AREA BOARD OF GOVERNORS

1. **Approval of WCCA Board of Governors Conference Registration**
 - a. Governing for Equity: 2021 ACCT Virtual Diversity Institute (Virtual Event) Tuesday, June 22, 2021 and Tuesday, June 29, 2021
 - i. Ms. Linda Guzman-Gonzales

J. Reports and Recommendations from the Executive Committee – Ms. Klemke

1. Resignation of Dr. Carmen Simone and Approval of Severance Agreement
2. Appointment of Interim President

K. Reports and Recommendations from the Finance and Facilities Committee – Ms. Anderson

1. Proposal for Redistricting Services
2. 2021-2022 General Operating Budget Update (handout)

L. Reports and Recommendations from the Board Policy Committee – Mr. Savely

1. **Approval** of Second and Final Read: BP-115 Board Policies and Administrative Procedures Board Policy
2. **Approval** of Second and Final Read: BP-118 Succession of Presidential Authority Board Policy
3. **Approval** of Second and Final Read: BP-808 Information Security Board Policy
4. **Approval** of Second and Final Read: BP-809 Acceptable Use Board Policy
5. Information Only: PP-809 Acceptable Use President's Procedure

M. Reports and Recommendations from the Student Success Committee – Dr. Crouse

1. **Approval** of Second and Final Read: BP-501 Standards of Satisfactory Academic Progress Board Policy
2. Information Only: PP-501 Standards of Satisfactory Academic Progress President's Procedure
3. **Approval** of Second and Final Read: BP-502 Federal Title IV Funds Board Policy
4. Information Only: PP-502 Financial Aid – Return of Title IV President's Procedure
5. **Approval** of Second and Final Read: BP-520 Admission, Continued Enrollment and Re-Enrollment of Students Board Policy
6. Information Only: PP-520 General Admission Requirements for Students President's Procedure

N. INSTITUTIONAL REPORTS

1. Summer School Enrollment Trend – Dr. Dustin Eicke
2. Student Report – N/A
3. Faculty Report – Mr. Brian Croft, Ms. Amy Winters
4. Nebraska Community College Association – Dr. Tom Perkins, Dr. Margaret Crouse
5. Association of Community College Trustees – Dr. Tom Perkins
6. Western Nebraska Community College Foundation – Ms. Karen Anderson

O. Board Member Comments

P. Upcoming Meetings and Events

1. Governance Leadership Institutes
Governing for Equity
2021 ACCT Virtual Diversity Institute
Tuesday, June 22 and Tuesday, June 29, 2021
2. NCCA Third Quarter Meeting
August 2, 2021
Lincoln, NE
3. 10th Annual Monument Marathon
September 25, 2021
4. NCCA Fourth Quarter Meeting
October 3 and 4, 2021
Scottsbluff, NE
5. ACCT Leadership Congress
October 13-16, 2021
San Diego, CA
6. WNCC Homecoming
“A Dream is a Wish Your Heart Makes”
October 18-23, 2021

Q. Next Regular Meeting: Wednesday, July 21, 2021, 1:00 p.m., Coral E. Richards Boardroom,
Scottsbluff Campus, 1601 East 27th Street, Scottsbluff, NE

R. Adjournment

**WESTERN COMMUNITY COLLEGE AREA
BOARD OF GOVERNORS**

MINUTES

Wednesday, May 19, 2021
1:00 p.m.

The Western Community College Area Board of Governors held a Regular Board meeting at 1:00 p.m. on Wednesday, May 19, 2021, in the Coral E. Richards Boardroom, at Western Nebraska Community College, Scottsbluff Campus, located at 1601 East 27th Street, in the City of Scottsbluff, in the County of Scotts Bluff, in the State of Nebraska, as per the publicized notice in the Star-Herald, on Wednesday, May 12, 2021.

A current agenda was available in the College President's office and the Board Secretary's office on the Scottsbluff Campus at the time of the publicized notice.

AREA BOARD

Karen S. Anderson, Vice Chair	Present
Margaret R. Crouse	Present
Linda A. Guzman-Gonzales.....	Present
F. Lynne Klemke, Chair.....	Present
Allan D. Kreman	Present
Kimberly A. Marcy.....	Present via Zoom
William M. Packard	Present
M. Thomas Perkins	Present
Coral E. Richards	Present
R. J. Savely, Jr.....	Present
Richard G. Stickney	Present

QUORUM

Chair Klemke declared a quorum was present for the transaction of business.

COMMUNITY COMMENTS

Chair Klemke asked for comments from the community. Pursuant to Board Policy BP-101, Chair Klemke reminded community members who wish to make comments that each speaker will be limited to a five-minute presentation. There were no public comments.

BOARD CHAIRPERSON COMMENTS

Chair Klemke announced that for public information there is a copy of the Nebraska Open Meetings Act available on the table at the back of the room.

CONSENT CALENDAR

Chair Klemke reviewed the contents of the Consent Calendar, which includes the following items:

1. Review Contents of Consent Calendar
 - a. Agenda
 - b. Excuse Absent Board Member(s) All Board members were present.

- c. Minutes
 - i. Regular Meeting, April 21, 2021
- 2. Claims:
 - a. WCCA Unrestricted Fund - \$2,525,390.90
 - b. WCCA Restricted Fund - \$4,479.09
 - c. WCCA Federal Fund - \$674.74
 - d. WCCA Agency Fund - \$8,086.78
 - e. WCCA Loan Fund - 0 -
 - f. WCCA Plant Fund - \$118,258.52
- 3. WCCA Auxiliary Fund - \$348,203.88
- 4. City Planning Commission Reports
 - i. City of Alliance (TIF Redevelopment Project Progress Report)
 - ii. City of Gering (TIF Redevelopment Project Progress Report)
 - iii. Village of Hemingford (TIF Redevelopment Project Progress Report)
 - iv. Village of Potter (TIF Redevelopment Progress Project Report)

CONSENT CALENDAR

Approval

Chair Klemke inquired if there were any item(s) on the Consent Calendar which any Board member wished to have extracted for separate consideration. There were no items extracted.

Ms. Guzman-Gonzales MOVED to approve the Consent Calendar as presented. SECONDED by Dr. Perkins.

Voting Yes: Anderson, Crouse, Guzman-Gonzales, Kreman, Marcy, Packard, Perkins, Richards, Savely, Stickney, Klemke

Voting No: None

Abstain: None

Absent: None

MOTION CARRIED

CONSENT CALENDAR

Consider Item Extracted

There were no items extracted from the Consent Calendar.

BOARD MEMBER MILEAGE AND/OR EXPENSE REIMBURSEMENT

Dr. Perkins MOVED to approve the following travel expenses: Mr. Allan Kreman for \$21.84 and Mr. Richard Stickney for \$59.92. SECONDED by Mr. Savely.

Voting Yes: Crouse, Guzman-Gonzales, Marcy, Packard, Perkins, Richards, Savely, Anderson, Savely, Stickney, Klemke

Voting No: None

Abstain: None

Absent: None

MOTION CARRIED

BID CONSENT CALENDAR

Review of Bid Consent Calendar

1. Bid Number 21-EQ-11 Security Camera Upgrade
2. Bid Number 21-FAC-13 Roof Abatement
3. Main Building Pod Renovation Furniture

BID CONSENT CALENDAR

Approval of Bid Consent Calendar

Ms. Anderson MOVED to approve the Bid Consent Calendar. SECONDED by Mr. Savely.

Voting Yes: Guzman-Gonzales, Kreman, Marcy, Packard, Perkins, Richards, Savely, Stickney, Anderson, Crouse, Klemke

Voting No: None

Abstain: None

Absent: None

MOTION CARRIED

Consideration of Items Extracted from Bid Consent Calendar

No items were extracted from the Bid Consent Calendar.

PERSONNEL CONSENT CALENDAR

Review Contents of Personnel Consent Calendar

- a. Resignation(s):
 - i. Mr. David Nash, Biology Instructor, Mathematics and Science Division
Effective August 31, 2021
 - ii. Ms. Tonya Hergenrader, Career Pathways and Advising Director
Effective May 21, 2021
 - iii. Mr. Gustavo Seminario, Math Instructor, Mathematics and Science Division
Effective August 31, 2021
- b. Appointment(s)
 - i. Mr. Wayne Lund, Instructional Trainee, Scottsbluff Campus
Effective July 1, 2021 - August 15, 2021
 - ii. Mr. Wayne Lund, Diesel, Truck and Heavy Equipment Program
Instructor, Scottsbluff Campus
Effective August 16, 2021- May 18, 2022
 - iii. Ms. Katherine Schneider, Biology Instructor, Scottsbluff Campus
Effective August 16, 2021
 - iv. Dr. Carl Baird, Anatomy and Physiology Instructor, Scottsbluff Campus
Effective August 16, 2021

v. Mr. Quinton Walker, Powerline Construction and Maintenance Technology
Program Coordinator, Alliance Campus
Effective May 26, 2021

vi. Ms. Sallie Lucke, Nursing Instructor, Scottsbluff Campus
Effective August 16, 2021

Approval of Personnel Consent Calendar

Dr. Perkins MOVED to approve the Personnel Consent Calendar as presented.
SECONDED by Dr. Crouse.

Voting Yes: Kreman, Packard, Perkins, Richards, Savely, Stickney,
Anderson, Crouse, Guzman-Gonzales, Marcy, Klemke

Voting No: None

Abstain: None

Absent: None

MOTION CARRIED

Consideration of Items Extracted from Personnel Consent Calendar

No Items were extracted from the Personnel Consent Calendar.

Public Notice – RE: Settlement of Seth Bernhardt Political Subdivision Tort Claim

College attorney, Mr. Phil Kelly reported that Nebraska statute requires political subdivisions to report any settlements in excess of \$50,000 and make a public notice at the Board meeting. Pursuant to section 84-713 of Nebraska Statute, he reported that a political subdivision tort claim was filed by Seth Bernhardt against the College involving an incident that occurred in Alliance where Mr. Bernhardt sustained injuries while taking part in the Powerline Program. The claim has been settled for the sum of \$400,000 and all funds for the settlement are being paid by the College insurance company. Mr. Kelly stated that pursuant to statute, no public official is required to comment on the settlement agreement.

WESTERN COMMUNITY COLLEGE AREA BOARD OF GOVERNORS

Amendment of the Original Bond Resolution Adopted April 21, 2021 (Student Facilities Revenue Refunding Bonds)

Ms. Lynne Koski reported that while working through additional calculations and documents that needed to be filed in order to move forward with the refinancing of the bonds, this amendment was recommended. We are required to have at least each fiscal year, net revenues available for debt service not less than 125% of the debt service requirement. In the process of doing that, we felt it would be prudent to pledge another revenue source, if needed. Currently we have had no problem meeting the debt requirements so we have no reason to believe that we would need to use facility fee

dollars, but we would like to pledge those in addition to the dorm rent as a secondary source to make this process more favorable to investors that might be seeking to purchase the bonds.

In response to an inquiry, Ms. Koski reported that interest rates continue to hold as previously discussed at the May meeting. Once approved, they will start to market the bonds next week. This gives us a stronger financial position from the college perspective.

Ms. Anderson MOVED to approve a resolution amending the bond resolution of the college approved April 21, 2021 for student facilities revenue refunding bonds series 2021 for enhanced revenue pledge and describing other matters relating thereto. SECONDED by Mr. Kreman.

Voting Yes: Marcy, Packard, Perkins, Richards, Savely, Stickney, Anderson, Crouse, Guzman-Gonzales, Kreman, Klemke

Voting No: None

Abstain: None

Absent: None

MOTION CARRIED

Review of the Open Meetings Act and Legal Issues Involving Board Governance

Mr. Phil Kelly, College Attorney, reported that an amendment to the open meetings act that went into effect in April changes how frequently and under what circumstances we can have a virtual meeting. The new changes that will affect Board meetings in the future is that we can have six virtual meetings per calendar year with only one physical location required where that meeting will take place. If we give notice the meeting is in the Boardroom, any Board member can participate remotely and they do not have to have the meeting documents or a location available to the public.

Mr. Kelly was recently informed by the Office of the Attorney General that as of May, we are still operating under the Governor's Emergency Management Act. The meeting today does not count as one of the six allowed per year. Requirements of a virtual meeting are that the Public Notice includes a link so the public has access to all meeting documents, a copy of the Open Meetings Act, a current meeting agenda, as well as a link for virtual participation. When a meeting is in person, we can simulcast meetings via Zoom, but no one watching can participate in the meeting.

It was past practice that anyone wanting to make public comments was not required to identify themselves. The law now indicates that the Board chair requires anyone who wishes to make public comments to identify themselves and who they represent.

Mr. Kelly addressed use of email by Board members. He stated that use of email communication could create potential legal issues. As an example, if the Board chair sends information to Board members via email, a good practice is to add "do not reply" to the message. Currently, various committees provide information via email for consideration and discussion might take place at the committee meeting. The distinction

is that if the committee is not making policy or taking formal action on behalf of the Board, this practice can be continued. Committees can meet via zoom at any time and this does not require notice. Current practice is that committees make recommendations to the Board. Mr. Kelly reiterated that if an informational email goes to all Board members, do not reply to all.

2020-2021 Program Reviews for Submission to Nebraska's Coordinating Commission for Postsecondary Education

Applied Agriculture Technology Program Review

Dr. Charlie Gregory explained the steps involved with a program review. The review starts with input from faculty and division chairs, passes to the Dean of Instruction for review and then moves onto Curriculum Council for a first and second read. Information is forwarded to Operations Council and then onto the Board for approval. CCPE requires review of programs at least once every seven years. WNCC has chosen to go with a five-year cycle.

The AAS program reports are reviewed individually (as presented today). AA and AS are combined into one report and are a part of the five-year review cycle. Two minimum thresholds are required by CCPE. The average or mean of awards in the previous five years has to be a minimum of 10, the FTE production per full-time equivalent faculty member needs to be 300. If we do not meet those thresholds, it does not mean that they will close the program, but we will be required to provide additional information that identifies why the program should continue and why we feel it is fully justified.

Regarding the Applied Agriculture Technology, this was a three-year program review because it was a new program so this was a preliminary review for the state. The program did not meet either of the minimum standards. In summary, we stated support for the program through identification of multiple employee categories, some of which are considered H3: high wage, high skill, high demand. Some of the careers this program feeds are in that category. The larger fact is that it is of significant economic impact to the area.

In response to an inquiry, Dr. Gregory reported that the status of the Ag Program is that a new format will be proposed along with the addition of the AAS degree. Without the AAS, students were unable to qualify for federal financial aid. Previously, our financial aid staff had to perform calculations on a per student basis because it did not align with any other program. There most likely will be two certificates, a diploma as well as the full degree. Based on input from four different sessions, there also will be areas of emphasis. They do not have enough credit hours to be considered a certificate as a stand-alone. Notice will be sent to the state to move the program from inactive status. The new program lineup will be available by fall of 2022.

Mr. Stickney MOVED the Board accept the recommendation of the Program Review committee to approve the Applied Agriculture Technology Program review as presented. He further moved that the report be submitted to the Nebraska Coordinating Commission for Postsecondary Education. SECONDED by Mr. Savely.

Voting Yes: Packard, Perkins, Richards, Savely, Stickney, Anderson, Crouse, Guzman-Gonzales, Kreman, Marcy, Klemke

Voting No: None

Abstain: None

Absent: None

MOTION CARRIED

Early Childhood Education Program Review

Dr. Gregory reported that the program did not meet the CCPE minimum thresholds, but support for the program was identified. The demand for childcare services in the panhandle is a necessity and is tied to our mission to provide access and programming for underserved populations. The program is utilized by some of the regional high schools as part of their human services and education pathways. Recently, an agreement was finalized with Chadron State College for a 2+2 in Early Childhood and we are investigating the potential of meeting one of the standards (the number of awards) by looking at a reverse transfer.

Mr. Kreman MOVED the Board accept the recommendation of the Program Review committee to approve the Early Childhood Education Program review as presented. He further moved that the report be submitted to the Nebraska Coordinating Commission for Postsecondary Education. SECONDED by Ms. Guzman-Gonzales.

Voting Yes: Perkins, Richards, Savely, Stickney, Anderson, Crouse, Guzman-Gonzales, Kreman, Marcy, Packard, Klemke

Voting No: None

Abstain: None

Absent: None

MOTION CARRIED

Health Information Technology Program Review

Dr. Gregory reported that this program is fully online. We are at 95% of meeting the FTE requirement and 94% with regard to the degrees and awards. It is supported and identified as an H3: high wage, high skill, high demand program area. The program has undergone a major rewrite over the last year to address changes that were needed for accreditation. Due to that rewrite, earlier this spring, accreditation was granted for a ten-year period.

Ms. Guzman-Gonzales MOVED the Board accept the recommendation of the Program Review committee to approve the Health Information Technology Program review as presented. She further moved that the report be submitted to the Nebraska Coordinating Commission for Postsecondary Education. SECONDED by Mr. Kreman.

Voting Yes: Richards, Savely, Stickney, Anderson, Crouse, Guzman-Gonzales, Kreman, Marcy, Packard, Perkins, Klemke

Voting No: None

Abstain: None

Absent: None

MOTION CARRIED

Information Technology Program Review

Dr. Gregory reported that this program exceeds the FTE minimum and the primary reason is that there are courses within that area that support the general education as well as other technical education programs. The degrees and awards were under the threshold, around 7.2 rather than the 10 minimum. It is not an H3: high wage, high skill, high demand for the panhandle but is identified as H3 for the state. The last year and a half we operated with a higher number of adjunct faculty. We are seeing an increase in the number of students in this program now that we have our fulltime faculty back in place.

Mr. Stickney MOVED the Board accept the recommendation of the Program Review committee to approve the Information Technology Program Review as presented. He further moved that the report be submitted to the Nebraska Coordinating Commission for Postsecondary Education.

Voting Yes: Savely, Stickney, Anderson, Crouse, Guzman-Gonzales, Kreman, Marcy, Packard, Perkins, Richards, Klemke

Voting No: None

Abstain: None

Absent: None

MOTION CARRIED

Reports and Recommendations from the Executive Committee - Board of Governors Goals

Chair Klemke reported that over the past couple of months, the Board goals were reviewed and edited and she welcomed additional discussion. Dr. Perkins noted the absence of a previous goal related to Board member participation in regional and national training opportunities. He expressed concern related to changes to education at the national level and thought Board effectiveness would help us monitor those changes. We need to have some way to monitor the strategies that will be coming out of the Department of Education and financing coming out of Congress. Chair Klemke suggested adding a statement regarding Board member training opportunities.

Under Board effectiveness, the following verbiage was added, "Continue to participate in regional and national training opportunities." Board members were reminded to log training sessions they attend.

Dr. Perkins MOVED to adopt the amended Board goals. SECONDED by Ms. Richards.

Voting Yes: Stickney, Anderson, Crouse, Guzman-Gonzales, Kreman,
Marcy, Packard, Perkins, Richards, Savely, Klemke
Voting No: None
Abstain: None
Absent: None

Reports and Recommendations from the Executive Committee Presidential Goals (cont.)

President Simone reviewed the Presidential Goals included in the Board meeting information. In the absence of additional discussion, Chair Klemke entertained a motion to approve the Presidential goals as presented.

Dr. Perkins MOVED the Board adopt the Presidential goals as presented. SECONDED by Ms. Anderson.

Voting Yes: Anderson, Crouse, Guzman-Gonzales, Kreman, Marcy,
Packard, Perkins, Richards, Savely, Stickney, Klemke
Voting No: None
Abstain: None
Absent: None
MOTION CARRIED

Reports and Recommendations from the Risk Management Committee

Ms. Richards reported that the Risk Management committee met last week and Mr. Moench shared the Cyber Security report with the group. The report will be shared with the full Board later in the meeting. In response to Chair Klemke's suggestion for expansion of committee responsibilities, the committee has asked staff to prepare a summary report of where we are with safety protocols and procedures campus wide. Perhaps look at future needs as well. The committee will prepare a report for presentation in either July or August.

Reports and Recommendations from the Finance and Facilities Committee

Pod Phase I Renovation Update

Ms. Koski reported that at a previous meeting, the contract for the pod renovation was approved with an expected completion date of August 15. Obtaining supplies has since become an issue with deliveries delayed up to five weeks. After consultation with the architect and the contractor, the decision is to move forward with renovation of the C-Pod offices and the wellness rooms this summer and delay the B-Pod renovation to next summer. That would allow time to obtain supplies needed for construction. There will be a slight increase in the cost because the contractors will be required to mobilize twice. Currently, this is the best option to minimize disruptions to fall classes.

In response to an inquiry from the Board, Ms. Koski explained that an ongoing process would be implemented to monitor the cost of materials.

Reports and Recommendations from the Human Resources Committee

Second and Final Read: BP-414 Confidentiality of Employee Records Board Policy

Ms. Kathy Ault reported that concern about identity theft and confidentiality of personnel files initiated revision of this policy. The main change to this policy is regarding access to personnel files. She explained that personnel files cannot be removed from the Human Resources office and only specific business related requests for information are considered. Human Resources works by best practices provided by the Society for Human Resource Management (SHRM). Ms. Ault reported that there were no changes since the first read of the policy.

Ms. Guzman-Gonzales MOVED for approval of BP-414 Confidentiality of Employee Records Board policy. SECONDED by Ms. Richards.

Voting Yes: Crouse, Guzman-Gonzales, Kreman, Marcy, Packard, Perkins,
Richards, Savely, Stickney, Anderson, Klemke

Voting No: None

Abstain: None

Absent: None

MOTION CARRIED

Reports and Recommendations from the Board Policy Committee

First Read: BP-115 Board Policies and Administrative Procedures Board Policy

President Simone reported that this is a rewrite and has been discussed at Operations Council on several occasions. The term Institutional Guideline was removed from the policy. There has been a lot of discussion about the difference between a procedure and a guideline. It was determined that a guideline is more departmentally focused and would not necessarily need to come to the Board for review and approval, but does need to have a campus process, which has not yet been determined. The President's Procedure title has been changed to Administrative Procedure. The reason being that there is a perception that if it is a President's Procedure, the president owns it and the president may make unilateral changes to those procedures and that is not a perception we are comfortable with carrying forward. Additionally, the numbering series was expanded to allow for easier numbering when new policies are developed. The Information Technology 800 series has been subsumed into the 700 General Institutional series. The review cycle was updated as well.

Ms. Klemke suggested that with the expansion of responsibilities of the Board Standing Committees, the Board Policy committee should look at monitoring the review process for the policies.

First Read: BP-118 Succession of Presidential Authority Board Policy

President Simone reported that this policy addresses the succession of presidential authority in the event the president is incapacitated or otherwise unable to fulfill the obligations of the office. In response to concerns regarding assignment of authority when administration is not on campus to make a campus based decision, Ms. Koski offered an alternate option. She stated that perhaps in addition to a Board policy, a practice could be implemented that allows the President to identify who is on campus and designate responsibility to an individual in the event of an emergency situation.

First Read: BP-808 Information Security Board Policy

Mr. Knapper reported this policy is the result of a requirement of the federal government. The Graham Leach Bliley Act (GLBA) is regarding information security and safeguarding student information in the financial aid realm. We need to adopt this policy because it will be a part of the financial aid audit, which flows into the College financial audit. Currently, there is no procedure attached to this policy. Legal counsel was asked to review the information before presentation for final approval.

First Read: BP-809 Acceptable Use Board Policy

Information Only: PP-809 Acceptable Use President's Procedure

Mr. Knapper reported that this policy is also related to the Graham Leach Bliley Act (GLBA) regarding information security. The policy applies to employees, students, volunteers and guests of the college. The procedure provides additional details related to the policy.

Reports and Recommendations from the Student Success Committee

First Read: BP-501 Standards of Satisfactory Academic Progress Board Policy

Information Only: PP-501 Standards of Satisfactory Academic Progress President's Procedure

Sheila Johns, Financial Aid Director, reported that she previously brought forward a change to the Satisfactory Academic Progress President's Procedure as a result of feedback from the Department of Education reviewer during Title IV recertification. At that time, recertification was completed and approved, but then she received a new set of revisions requested by the Department of Education. This presentation is the result of the standard review of three policies during recertification. Ms. Johns explained that these are the academic standards in place for students to continue to be able to receive Title IV aid. The policy had no changes and the procedure had minor changes.

Revisions include: 1) review of SAP would take place at the end of every payment period, with the inclusion of summer, 2) identify exactly how we notify students, 3) change the pace rate from 70% to 67%, 4) include how a course graded on a pass no pass basis is determined.

Ms. Johns reported that this policy and procedure is presented because the College recently underwent its Title IV recertification. We go to the Department of Education to gain the ability to administer Title IV federal student aid. As part of that certification process, they look at policies related to admission, satisfactory academic progress and return of Title IV funds. SAP measures a student's performance in the areas of cumulative completion rate, cumulative grade point average and maximum timeframe.

First Read: BP-502 Federal Title IV Funds Board Policy

Information Only: PP-502 Financial Aid – Return of Title IV President's Procedure

Ms. Johns reported that this policy is regarding federal financial aid to students for the purpose of education, distribution of those funds and monitoring of the use of the funds. The procedure complies with the Federal Student Aid Title IV requirement that schools perform a Return of Title IV calculation for Title IV eligible students who do not successfully complete the entire enrollment period due to withdrawal (official or unofficial). The Department of Education requested minor revisions.

**First Read: BP-520 Admission, Continued Enrollment & Re-Enrollment of Students Board Policy
Information Only: PP-520 General Admission Requirements for Students President's Procedure**

Ms. Johns reported that this policy was presented to the Board of Governors as a first read in March of 2020. At that time, there was a section in the policy regarding the meningococcal vaccination. Before the policy could be presented as a second read at the Board meeting, COVID arrived along with concern about including just that particular vaccination as part of the policy. The section related to the vaccination has since been removed and the revised copy is presented today.

An additional revision is regarding transcripts. The Department of Education requested that we address concerns about transcripts. The concern was regarding our process for addressing a high school transcript believed to be invalid.

**Second and Final Read: BP-321 Board Scholarships Performance Grants & Waivers Board Policy
Information Only: PP-321 Academic Awards Score Requirements President's Procedure**

Ms. Tonya Hergenrader, Career Pathways and Advising Director reported that this policy and procedure expands eligibility for the academic awards and provides more equity in the awarding of those academic awards based on test scores in two different ways. The Academic Award program is available to high-achieving graduating high school seniors or recent GED graduates seeking first time, degree-seeking admission to WNCC. The awarding of an Academic Award is based on academic placement scores including, but not limited to, the ACT, SAT, or Next Generation Accuplacer.

In response to inquiries, Ms. Hergenrader confirmed that there is an expiration date on all test scores. The expiration period is three years. The change came from a suggestion by a consultant, Dr. Black with SEMWorks, in an effort to attract more students. There have been no changes since the first read.

Dr. Crouse MOVED for approval of BP-321 Board Scholarships Performance Grants and Waivers Board Policy. SECONDED by Dr. Packard.

Voting Yes: Guzman-Gonzales, Kreman, Marcy, Packard, Perkins, Richards, Savely, Stickney, Anderson, Crouse, Klemke

Voting No: None

Abstain: None

Absent: None

MOTION CARRIED

**Second and Final Read: BP-620 Library Services Board Policy
Information Only: PP-620 Library Services President's Procedure**

This policy authorizes the provision of library services and materials within the College. The library services staff work closely with faculty to determine the resources of greatest benefit. Suggestions from employees, students, or individuals of the general public are considered using the criteria for selection. Ms. Allison Reisig, Library Technician reported that there have been no changes to the policy and procedure since the first read.

Dr. Crouse MOVED for approval of BP-620 Library Services Board Policy as presented.
SECONDED by Dr. Perkins.

Voting Yes: Kreman, Marcy, Packard, Perkins, Richards, Savely, Stickney,
Anderson, Crouse, Guzman-Gonzales, Klemke

Voting No: None

Abstain: None

Absent: None

MOTION CARRIED

Policies to Repeal: Library Services

620.0100.90 Selection of Materials

620.0200.90 Periodicals

620.0300.90 Paperback Collection

620.0400.90 Gifts

620.0500.90 Withdrawal of Materials

620.0600.90 Loss or Damage

620.0700.90 Interlibrary Loan

620.0800.90 Challenged Materials

620.0900.90 Confidentiality of Library Records

President Simone reported the Library Services policies presented for repeal were collapsed into the new policy and procedure just passed by the Board.

Dr. Crouse MOVED the Board approve repeal of the following policies: 620.0100.90 Selection of Materials, 620.0200.90 Periodicals, 620.0300.90 Paperback Collection, 620.0400.90 Gifts, 620.0500.90 Withdrawal of Materials, 620.0600.90 Loss or Damage, 620.0700.90 Interlibrary Loan, 620.0800.90 Challenged Materials, 620.0900.90 Confidentiality of Library Records.
SECONDED by Dr. Perkins.

Voting Yes: Marcy, Packard, Perkins, Richards, Savely, Stickney, Anderson,
Crouse, Guzman-Gonzales, Kreman, Klemke

Voting No: None

Abstain: None

Absent: None

MOTION CARRIED

Recess

Chair Klemke declared a recess at 2:28 p.m.

Open Meeting

Chair Klemke declared the Open Meeting in session at 2:38 p.m.

INSTITUTIONAL REPORTS

Cyber Security Report

Mr. Loren Moench, Information Technology Director, reported that recently, several entities have been hit with ransomware and this is an ongoing malicious effort by people to try to extort information or money from various organizations. The college detects several thousand attempts per day of attacks to our web servers and infrastructure in attempts to obtain information. Mr. Moench explained that the IT Department continually works to develop and improve the ability to prevent, identify, and remove potential threats to our network, systems and data. This is accomplished by using multiple levels of defense and monitoring. Current tools include:

- 1) Endpoint protection: utilization of two endpoint protection tools for antivirus, malware, ransomware detection, and quarantine.
- 2) Email protection suite: includes banner, junk filter, spam filter, along with phishing email training and simulation.
- 3) Monitoring: log aggregation monitors system and network logs for traffic analysis and anomalies and system scan utility scans servers and network devices for vulnerabilities and patch levels.
- 4) Network: firewall-filter inbound traffic, filter server access, (PKI) Public Key Infrastructure provides certificate management for member.

Mr. Moench reviewed the improved cyber security strategy:

- 1) Endpoint detection and response (EDR) uses analytics to detect malicious activity.
- 2) Email analysis inspects inbound and outbound emails for malware/ransomware.
- 3) Backup solution provides improved backup and recovery reliability, off-site tape storage and encryption of data for protection.
- 4) Protective DNS and content filtering is a process that blocks outbound requests from accessing external systems known to be malicious. Also filters requests that could be deemed inappropriate and could cause a potential legal issue for the College.
- 5) Network based security controls who and what can connect to our internal network and ensures unknown devices meet predefined requirements.
- 6) Internal policies are written to provide necessary framework for controlling systems and the use of those systems.

In response to an inquiry, Mr. Knapper explained that the college has cyber insurance. Ms. Koski added that she recently attended an insurance trust meeting to review the new insurance renewal for the upcoming year. We have not yet received a quote for cyber insurance, but due to the increase in recent malicious activity, we anticipate an increase in that coverage.

Mr. Moench stated that three simple safeguards for cyber security include regularly updating passwords, ensuring systems are up to the latest patch levels, and not opening phish emails.

Graduation Trend Data

Mr. Elkins reported that this data is from the last five years regarding graduate numbers as well as the overall number of awards that have been issued. In 2016-2017, the number of graduates was 237 with 250 awards. The reason for the difference between graduates and awards is because some graduates get multiple awards and in very rare cases, some get two degrees, but more commonly, they get a certificate and/or a diploma and/or a degree. In 2017-2018, the number of graduates was 280 with 329 awards; 2018-2019 the number of graduates was 274 with 294 awards, 2019-2020 the number of graduates was 277 with 303 awards. This year, the tentative number is 287 graduates with 327 awards. Grades are still being finalized, but numbers should be comparable to the number of graduates as in the past. Award numbers increased due to more certificates being available for students. We also had more students for the diploma of information technology technical support option.

In response to an inquiry regarding students who are ready to graduate but have a balance due, Mr. Elkins explained that they can participate in the graduation ceremony, but they will not receive their diploma until payment is received. Dr. Simone added that if we have students who have financial difficulty, we try to assist by directing them to the Foundation and the student emergency fund that might be available to them.

Student Report

No report at this time.

Faculty Report – Mr. Brian Croft, Ms. Amy Winters

Mr. Croft reported that faculty are finishing the semester and some will be teaching this summer as well. Concerning COVID, masks will be retained in areas where people are congregating, but social distancing has been eliminated, for now. Faculty continue to meet and have been trying to unify their voice, but know there is some work to do in that area. Faculty look forward to Dr. Wilson's arrival in June and in the fall, they hope to discuss how things can be aligned from a shared governance standpoint. Increased enrollment is a priority and that means getting out and recruiting and making sure people are aware of what we are doing, which is a whole team effort.

Ms. Winters thanked all who assisted with the graduation ceremony. The event was a good experience since we did not have the same opportunity a year ago. Ms. Winters stated that she is proud of the students who walked across the stage.

Nebraska Community College Association

Dr. Margaret Crouse reported that Mr. Wayne Bena, attorney for the Secretary of State's office spoke about redistricting and LB-285 with amendment 1133, which is about the timing for redistricting reporting. WNCC should receive census data for the legislative districts by August and the community college redistricting response is required by November 1. Attorney Bena recommends electronic mapping for districts, which most likely requires contracting with a local vendor.

NCCA major topics for 2021 include the Higher Learning Commission, Nebraska educational goals for workforce development with the Lumina Foundation, and equity, diversity, and inclusion.

Mr. Steve Anderson, National ACCT Board member, spoke to President Biden's college funding plan.

The October ACCT Leadership Congress will be live in San Diego and the National Legislative Summit is scheduled in February of 2022.

Association of Community College Trustees

Dr. Perkins stated that he had no report at this time.

Western Nebraska Community College Foundation

In the absence of Ms. Jennifer Reisig, Ms. Anderson shared information from the Foundation. She reported that WyoBraska Gives raised a total of \$1,307.50 from nine donors. We ended up thirty-first out of the one hundred organizations that participated.

A total of \$18,745 has been pledged and or received to assist our Aviation Maintenance students with unexpected needs experienced because of the April 1 accident. Any remaining funds after students have been assisted will be put into a scholarship for future Aviation Maintenance students.

The tenth annual Monument Marathon is scheduled September 25, 2021. Approximately \$64,000 has been committed in sponsorships with another \$27,000 requested. Part of the committed amount is an additional \$10,000 from Platte Valley Companies to help us go "big" for our 10th year. We are tripling prizes for the full and half marathon runners in hopes of bringing in more runners for our tenth year, and we will be celebrating our ten-year runners, volunteers, and sponsors with special prizes and recognition. Currently, 129 runners are registered and the next price increase is June 1.

President Comments

Dr. Simone reported that eleven days ago, we successfully launched another cohort of students into the world, with all the pomp and circumstance that they deserved. She thanked the Graduation Committee, who made the best of unbending circumstances and who planned for a perfect day. Lynne Klemke, Karen Anderson and R.J. Savely were thanked for representing the Board of Governors so well up on stage. Dr. Simone expressed gratitude to the entire Cougar team who helped to make the day so special for the graduates. She added that later that day, the nurse pinning ceremony was unforgettable as well.

Dr. Simone reported that last week we hosted an awards luncheon to recognize several of our long-term employees. Jenny Keener in Human Resources was thanked for taking the time to help us officially recognize our ten, twenty, and thirty-year employees. As always, Cathy Bornschlegl and her Food Service team provided an outstanding meal to make the celebration even more special.

Dr. Simone reported that soon, a final progress report for our very first implementation plan would be completed. The members of our Strategic Planning committee had an opportunity to assist with this document and the Senior Leadership team will finalize the work. Once this report is ready, it will be used to begin crafting a second (and hopefully last) annual implementation plan for the 2017-2022 strategic plan. This final year of our current five-year strategic plan will herald a renewed vision for the future and a brand-new strategic plan for 2023-2028, complete with fresh goals, written by the Strategic Planning committee and based on internal and external perspectives.

The budgeting process for the next academic year continues. The budget meeting following graduation was very productive and included some much-needed budgetary reorganization.

Dr. Simone reported that last month, several staff participated in the Higher Learning Commission Annual meeting. At the last Board meeting, the desire for an official "Evidence Manager" was clearly articulated by several Board members. Dr. Simone shared that Dr. Patrick Fortney was asked to take on this role as part of his work as our Accreditation Liaison Officer (ALO). He has agreed and his job description has been modified to reflect this additional responsibility. Dr. Fortney continues to move us forward with our HLC relationship and Dustin Eicke now joins Brian Elkins and Luke Stobel as part of his Data team.

With the hiring of Wayne Lund, our Diesel, Truck and Heavy Equipment program is becoming very real for us. Dr. Simone thanked our Human Resources and Educational Services leaders for finding a way for Mr. Lund to become acclimated to the world of higher education and the nuances of teaching over the summer. This is an important investment in the future of this program and ultimately, for his success and for our success.

The Rural Community College Alliance (or RCCA) has reinvigorated its efforts to support our rural institutions under the leadership of Dr. Penny Wills. Dr. Wills is the former President of Yavapai College in Arizona. The RCCA organization is planning for their next conference in September and a small handful of rural community college presidents, including President Simone, were invited to participate.

The American Association of Community Colleges has been holding their annual conference throughout the month of May. Next week, Dr. Fortney and Dr. Simone are scheduled to present a session on the use of emerging (or E) grades last spring. Brian Elkins was thanked for agreeing to share his expertise in the presentation as well.

In conclusion, Dr. Simone thanked the Board of Governors for their support through the difficult decisions we face.

Board Member Comments

Dr. Crouse reported that May 17, she was a participant in a virtual meeting with Senator Flood. The meeting included college presidents and Board member representatives. The topic of the meeting was LB-408, which is regarding property tax. Senator Flood shared his view related to his general support of LB-408. He is supportive of increasing information technology, and he prefers that community colleges are community based rather than campus based. He is supportive of programs that encourage innovation and creativity

(inquiry learning, as creativity cannot be automated). Senator Flood warned that moving from property tax levies to state appropriation could mean loss of control. He also spoke to moving the senior year of high school to the community colleges (except for sport eligibility) to increase funding and speed time into the workforce.

EXECUTIVE SESSION

Personnel Matters - Evaluation of the College President

Dr. Crouse MOVED, pursuant to Section 84-1410 of the Reissue of the Revised Statutes, known as the Nebraska Public Meetings Law, that the Board hold a closed session with Dr. Carmen Simone and Mr. Phil Kelly, College Attorney, for the purpose of discussion of personnel matters regarding the evaluation of the College President. He further moved that this closed session is clearly necessary for the protection of the public interest and for the prevention of needless injury to the reputation of an individual, and that Dr. Simone has not requested a public meeting and has consented to discussion in closed session, and that evaluation of the job performance of a person is specifically authorized by the Nebraska Public Meetings Law. SECONDED by Ms. Richards.

Voting	Anderson, Crouse, Guzman-Gonzales, Kreman, Marcy,
Yes:	Packard, Perkins, Richards, Savely, Stickney, Klemke
Voting No:	None
Abstain:	None
Absent:	None
MOTION CARRIED	

Chair Klemke stated the reason for the Executive Session is Personnel Matters regarding the Evaluation of the College President.

The Board of Governors and those so named in the motion adjourned to an Executive Session at 3:49 p.m.

Dr. Simone left the Executive Session at 4:40 p.m. The Board of Governors remained in Executive Session.

The Executive Session ended at 5:38 p.m.

Chair Klemke declared the Open meeting in session at 5:38 p.m.

UPCOMING MEETINGS AND EVENTS

1. Governance Leadership Institutes
Governing for Equity
2021 ACCT Virtual Diversity Institute
Tuesday, June 22 and Tuesday, June 29, 2021
2. NCCA Third Quarter Meeting
August 2, 2021
Lincoln, NE
3. 10th Annual Monument Marathon
September 25, 2021
4. NCCA Fourth Quarter Meeting
October 3 and 4, 2021
Scottsbluff, NE
5. ACCT Leadership Congress
October 13-16, 2021
6. WNCC Homecoming
"A Dream is a Wish Your Heart Makes"
October 18-23, 2021

NEXT REGULAR MEETING: Wednesday, June 16, 2021, 1:00 p.m., Coral E. Richards Boardroom, Scottsbluff Campus, 1601 East 27th Street, Scottsbluff, NE

ADJOURNMENT

The meeting was adjourned by unanimous consent at 5:42 p.m.

F. Lynne Klemke, Chairperson

Susan L. Verbeck, Secretary

WESTERN NEBRASKA COMMUNITY COLLEGE
MONTHLY DOCKET
May 2021

Cost Center Description	Vendor	Amount	Description
Institutional Expense	CASH-PLATTE VALLEY BANK	168,864.38	May 14th sm/hr payrolls
Institutional Expense	CASH-PLATTE VALLEY BANK	568,174.65	May 21st mo payroll
Institutional Expense	CASH-PLATTE VALLEY BANK	124,224.85	May 28th sm/hr payrolls
Net Payroll Total		861,263.88	
Institutional Expense	FICA/FEDERAL TAX PAYABLE	49,817.59	May 14th sm/hr payrolls
Institutional Expense	FICA/FEDERAL TAX PAYABLE	232,421.38	May 21st mo payroll
Institutional Expense	FICA/FEDERAL TAX PAYABLE	36,978.97	May 28th sm/hr payrolls
FICA/Federal Tax Payable Total		319,217.94	
Institutional Expense	TIAA/CREF SRA & 457B	20,809.08	May 14th sm/hr payrolls
Institutional Expense	TIAA/CREF SRA & 457B	182,411.09	May 21st mo payroll
Institutional Expense	TIAA/CREF SRA & 457B	21,025.64	May 28th sm/hr payrolls
TIAA/CREF SRA & 457B Total		224,245.81	
Institutional Expense	REGIONAL CARE	20,789.85	May FSA Claims
Regional Care Payable Total		20,789.85	
Institutional Liability	NE DEPT OF REVENUE	44,736.06	Apr state income tax w/h
Institutional Liability	AL DEPT OF REVENUE	31.66	Apr state income tax w/h
State Withholding Payable Total		44,767.72	
Student Refunds Total		7,378.38	
Sponsorship Refunds Total		1,924.50	
Institutional Expense	VISA	63,890.65	Card Ending 7002
Institutional Expense	BANK OF MONTREAL	1,681.80	Purchase cards
Clearing - CC / P-Card Total		65,572.45	
Institutional Expense	BLUE CROSS BLUE SHIELD NEBRASKA	175,987.84	Group 202310,202311 05-21
Health Insurance Payable Total		175,987.84	
Institutional Expense	UNUM LIFE INSURANCE AMERICA	4,809.73	May 21 Premium
Long Term Disability Payable Total		4,809.73	
Institutional Expense	LIFESECURE INSURANCE	1,886.68	Group #00932V 05-21 Prm
Long Term Care Insurance Pay Total		1,886.68	
Institutional Liability	WNCC - FOUNDATION	1,232.00	May 21 Contributions
Foundation / Endowment Payable Total		1,232.00	
Family Support Payable Total		1,247.00	
Institutional Liability	WNCC - LOAN FUND	887.10	May 14 Payrolls
Institutional Liability	WNCC - LOAN FUND	380.32	May 21st Loans
Institutional Liability	WNCC - LOAN FUND	887.07	May 28 Loans
Employee Loans Payable Total		2,154.49	

Cost Center Description	Vendor	Amount	Description
Institutional Liability	AMERICAN FAMILY LIFE ASSURANCE	5,028.66	Acct #AZW31 04-21 Prm
Institutional Liability	AMERICAN FAMILY LIFE ASSURANCE	4,839.64	Acct #AZW31 05-21 Cat Prm
	Supplemental Health Payable Total	9,868.30	
Institutional Liability	UNITED WAY SCOTTSBLUFF GERING	451.50	May 21 Contributions
	United Way Deductions Total	451.50	
Institutional Liability	YMCA SCOTTSBLUFF, NE	479.00	May 21 Contributions
	YMCA Deductions Total	479.00	
	Misc Payroll Deductions Total	1,295.77	
Institutional Expense	QUADIENT FINANCE USA, NEOFUNDS, TOTALFUN	3,000.00	Acct #7900044080259322
Institutional Expense	FEDERAL EXPRESS	50.26	Acct #6200-9241-0
Institutional Expense	FEDERAL EXPRESS	50.37	Acct #6200-9241-0
Institutional Expense	PRINT BROKER	396.07	Postcards
	Postage Total	3,496.70	
ABE Regular	NORTHWEST NEBRASKA COMMUNITY ACTION PA	80.00	April Internet/Phone
Admissions	PRINT BROKER	2,485.26	Pens
Admissions	PRINT BROKER	2,431.68	Lip Balm
Marketing & Public Relations	GERING PREP BASEBALL	300.00	Sign Sponsorship
Marketing & Public Relations	25TH HOUR COMMUNICATIONS	8,000.00	Media Buying Services
Marketing & Public Relations	25TH HOUR COMMUNICATIONS	18,000.00	Media Buying Services
Marketing & Public Relations	NSPIRE TODAY!	250.00	April 2021 Edition
Marketing & Public Relations	MITCHELL HIGH SCHOOL	250.00	Digital Banner Sponsor
Marketing & Public Relations	WYOMING NEWSPAPERS,	999.00	April Special Package
Marketing & Public Relations	GARDEN COUNTY NEWS	20.00	Advertising
Marketing & Public Relations	LAMAR COMPANIES	1,160.00	Acct #171375/Advertising
Marketing & Public Relations	LEE BHM, SCOTTSBLUFF ADV, SCOTTSBLUFF ST/	1,119.30	Acct #1045613
Marketing & Public Relations	LEE BHM, SCOTTSBLUFF ADV, SCOTTSBLUFF ST/	75.00	Acct #1045613
Marketing & Public Relations	RURAL RADIO	1,200.00	Advertising
Marketing & Public Relations	RURAL RADIO	1,200.00	Advertising
Marketing & Public Relations	SIDNEY HIGH SCHOOL	100.00	Post Prom Donation
Sidney Campus	POTTER LIONS CLUB	750.00	Gold Sponsor/Carbowl
Sidney Campus	HOUSE FLOWERS	615.00	Wreaths, 100 White Mums
Alliance Campus	HEMINGFORD CHAMBER COMMERCE	50.00	Banner Sponsorship
Institutional Expense	LEE BHM, SCOTTSBLUFF ADV, SCOTTSBLUFF ST/	78.93	Acct #1048313
Institutional Expense	GOOGLE	500.00	Google Adwords
	Advertising Total	39,664.17	
Bus & Comm Education - Scb	CPCNEUTEK	1,590.48	Advertising Media
Bus & Comm Education - Scb	LEE BHM, SCOTTSBLUFF ADV, SCOTTSBLUFF ST/	675.00	Acct #1042893
VP of Human Resources	LEE BHM, SCOTTSBLUFF ADV, SCOTTSBLUFF ST/	2,018.38	Acct #1045613
VP of Human Resources	LEE BHM, SCOTTSBLUFF ADV, SCOTTSBLUFF ST/	2,700.60	Acct #1045613
Marketing & Public Relations	CPCNEUTEK	2,044.48	Advertising Media
Marketing & Public Relations	CLARK PRINTING LLC	1,698.95	Graduation Programs
Institutional Expense	CAPITAL BUSINESS SYSTEMS, INC.	378.83	Staples for Finisher
Institutional Expense	CAPITAL BUSINESS SYSTEMS, INC.	4,942.94	Agrmnt #107-1204725-000
Institutional Expense	PRINT BROKER	269.80	Business Cards
Area	LEE BHM, SCOTTSBLUFF ADV, SCOTTSBLUFF ST/	21.24	Acct #1048209
Area	LEE BHM, SCOTTSBLUFF ADV, SCOTTSBLUFF ST/	13.99	Acct #1048209
Alumni Office	SCOTTSBLUFF SCREENPRINTING EMBROIDERY,	58.00	Polos
Alumni Office	PRINT BROKER	1,055.00	Lapel Pins/Clutch
	Publishing & Printing Total	17,467.69	
Institutional Expense	ALLO COMMUNICATIONS LLC	1,181.47	Acct #12376
Institutional Expense	CENTURYLINK	666.98	Acct #313451899
Institutional Expense	CENTURYLINK	60.26	Acct #313682185

Cost Center Description	Vendor	Amount	Description
Institutional Expense	CENTURYLINK	36.53	Acct #314222875
Institutional Expense	CENTURYLINK	773.53	Acct #320007592
Institutional Expense	CENTURYLINK	54.90	Acct #3082540298022
Institutional Expense	CENTURYLINK	126.76	Acct #3082541018019
Institutional Expense	CENTURYLINK	241.41	Acct #3082541028211
Institutional Expense	CENTURYLINK	89.19	Acct #3082542132039
Institutional Expense	VERIZON WIRELESS	643.59	Acct #483208547-00001
Institutional Expense	CENTURYLINK	666.77	Acct #313451899
Institutional Expense	CENTURYLINK	60.19	Acct #313682185
Institutional Expense	CENTURYLINK	36.53	Acct #314222875
Institutional Expense	CENTURYLINK	5.92	Acct #320276265
Telephone Total		4,644.03	
Institutional Expense	CHARTER COMMUNICATIONS HOLDINGS LLC	117.98	Acct #8356151000182935
Institutional Expense	ACTION COMMUNICATIONS	55.00	May Internet Service
Institutional Expense	CENTURYLINK	855.60	Acct # 308F360140143
Institutional Expense	CENTURYLINK	898.38	Acct # 308F360140143
Institutional Expense	DAS STATE ACCOUNTING - CENTRAL FINANCE	379.15	Acct #010204/April Intrnt
Institutional Expense	CHARTER COMMUNICATIONS HOLDINGS LLC	127.83	Acct #8356151000178073
Institutional Expense	CHARTER COMMUNICATIONS HOLDINGS LLC	444.56	Acct #8356150710040722
Data Connectivity T1 Total		2,878.50	
Men's Baseball	DECKER STEVE	540.00	QU Dry
Women's Softball	DECKER STEVE	540.00	QU Dry
Greens/Field Rental Total		1,080.00	
Aviation	NEBRASKA AVIATION COUNCIL	50.00	2021 Dues/Jon Leever
Institutional Expense	ASSOCIATION COMMUNITY COLLEGE TRUSTEES	3,540.00	Membership/Carmen Simone
Institutional Expense	BOX BUTTE DEVELOPMENT CORP.	750.00	Membership/Carmen Simone
Institutional Expense	RURAL COMMUNITY COLLEGE ALLIANCE	695.00	Membership/Simone
Institutional Expense	GARDEN COUNTY CHAMBER COMMERCE	54.00	Membership
Institutional Expense	NAT'L ASSOC COLLEGE UNIVERSITY BUSINESS O	2,748.00	Business Officer Magazine
Institutional Expense	NAT'L ASSOC COLLEGE UNIVERSITY BUSINESS O	250.00	CACUBO Dues
Institutional Expense	REGIONAL CARE	463.50	Bill #43798/May 21 Caf Pn
Memberships, Dues & Subs Total		8,550.50	
Residence Life Coordinator	MOUNTAIN VISION PIZZA	191.77	Student's Meal on 05-07
Residence Life Coordinator	SUBWAY	118.48	Student Life Meal/05-09
Student Meals Total		310.25	
Financial Aid	JOHNS SHEILA R	50.00	Reimburse/Ellucian Live
VP of Human Resources	SAFEWAY	11.00	Acct #50562
Faculty / Staff Development Total		61.00	
Scottsbluff Building & Grounds	BLACK HILLS GAS DISTRIBUTION, LLC	1,552.16	Acct #6865022221
Scottsbluff Building & Grounds	BLACK HILLS GAS DISTRIBUTION, LLC	5,893.72	Acct #6878423453
Scottsbluff Building & Grounds	BLACK HILLS GAS DISTRIBUTION, LLC	922.76	Acct #7476882734
Scottsbluff Building & Grounds	BLACK HILLS GAS DISTRIBUTION, LLC	1,221.74	Acct #9995945095
Sidney Building & Grounds	BLACK HILLS GAS DISTRIBUTION, LLC	475.31	Acct #5697650202
Alliance Building & Grounds	BLACK HILLS GAS DISTRIBUTION, LLC	440.34	Acct #7118708844
HATC Building & Grounds	BLACK HILLS GAS DISTRIBUTION, LLC	1,193.23	Acct #9472444914
HATC Building & Grounds	BLACK HILLS GAS DISTRIBUTION, LLC	752.42	Acct #9166854942
Natural Gas Total		12,451.68	
Scottsbluff Building & Grounds	NEBRASKA PUBLIC POWER DISTRICT	23,898.37	Acct #311010016502
Scottsbluff Building & Grounds	NEBRASKA PUBLIC POWER DISTRICT	22,033.05	Acct #311010016502
Sidney Building & Grounds	SIDNEY, CITY	270.71	Acct #39010001
Sidney Building & Grounds	SIDNEY, CITY	283.85	Acct #39009001
Sidney Building & Grounds	SIDNEY, CITY	2,390.58	Acct #38220001

Cost Center Description	Vendor	Amount	Description
Sidney Building & Grounds	WHEAT BELT PUBLIC POWER DISTRICT	734.62	Acct #9652
Alliance Building & Grounds	ALLIANCE, CITY	203.55	Acct #3204025101
Alliance Building & Grounds	ALLIANCE, CITY	79.23	Acct #3204025200
HATC Building & Grounds	NEBRASKA PUBLIC POWER DISTRICT	5,462.57	Acct #211010059113
Electricity Total		55,356.53	
Scottsbluff Building & Grounds	B H INVESTMENTS,	10.50	Acct #131060
Scottsbluff Building & Grounds	B H INVESTMENTS,	11.50	Acct #131060
Scottsbluff Building & Grounds	B H INVESTMENTS,	11.50	Acct #131060
Scottsbluff Building & Grounds	B H INVESTMENTS,	11.50	Acct #131060
Scottsbluff Building & Grounds	SCOTTSBLUFF, CITY	293.47	Acct #025696201
Sidney Building & Grounds	SIDNEY, CITY	470.50	Acct #39010001
Sidney Building & Grounds	SIDNEY, CITY	200.40	Acct #39011001
Sidney Building & Grounds	SIDNEY, CITY	341.50	Acct #39009001
Sidney Building & Grounds	SIDNEY, CITY	227.55	Acct #36402001
Sidney Building & Grounds	SIDNEY, CITY	1,621.70	Acct #38220001
Sidney Building & Grounds	SIDNEY SOFT WATER, CULLIGAN	89.85	Acct #1008411
Sidney Building & Grounds	SIDNEY SOFT WATER, CULLIGAN	29.95	Acct #1031251
Alliance Building & Grounds	PLOOSTER WATER, CULLIGAN WATER CONDITIO	19.00	Acct #961587
Alliance Building & Grounds	ALLIANCE, CITY	116.39	Acct #3204025101
Alliance Building & Grounds	ALLIANCE, CITY	14.77	Acct #3204025200
Water & Sewer Total		3,470.08	
Aviation	SIDNEY AIRPORT AUTHORITY	25,034.39	Annual Lease
Outreach Coordinator	OUR LADY GUADALUPE CATHOLIC CHURCH	1,100.00	June Rent
Rent - Buildings Total		26,134.39	
Scottsbluff Building & Grounds	CRESCENT ELECTRIC SUPPLY	1,151.86	LED Bypass Lines
Scottsbluff Building & Grounds	CRESCENT ELECTRIC SUPPLY	303.12	LED Bypass Lines
Scottsbluff Building & Grounds	CRESCENT ELECTRIC SUPPLY	328.52	Leviton OutOut Plungers
Scottsbluff Building & Grounds	CRESCENT ELECTRIC SUPPLY	526.00	LED Lights
Sidney Building & Grounds	NEBRASKA SAFETY FIRE EQUIPMENT	190.00	Inspections
Sidney Building & Grounds	KEVINS CUSTOM ELECTRIC	77.50	Switch Repair
Bldg Maintenance - Electrical Total		2,577.00	
Scottsbluff Building & Grounds	DENNIS SUPPLY	230.63	Modine Motor
Scottsbluff Building & Grounds	JOHNSON CONTROLS	297.88	Repair Cooling Tower
Scottsbluff Building & Grounds	DENNIS SUPPLY	222.36	Inducer Assembly
Scottsbluff Building & Grounds	DENNIS SUPPLY	62.52	Filters
Scottsbluff Building & Grounds	DENNIS SUPPLY	32.98	Thermocouple Adapter
HATC Building & Grounds	DENNIS SUPPLY	445.58	Filters
Bldg Maintenance - HVAC Total		1,291.95	
Scottsbluff Building & Grounds	SNELL SERVICES	591.70	Replaced Shut Off Valve
Scottsbluff Building & Grounds	SCOTTSBLUFF WINNELSON	23.69	Repair Kit
Bldg Maintenance - Plumbing Total		615.39	
Scottsbluff Building & Grounds	IDEAL LINEN, BLUFFS FACILITY IDEAL LINEN	196.75	Supplies
Scottsbluff Building & Grounds	GENERAL ELECTRIC CAPITAL	5.52	Acct #6097652000475292
Scottsbluff Building & Grounds	BENZEL'S PEST CONTROL	110.00	Pest Control
Scottsbluff Building & Grounds	GARYS CLEANING ALLIANCE	2,779.53	Mitigation,Repairs,Paint
Scottsbluff Building & Grounds	MONEY WISE OFFICE SUPPLY	55.57	Supplies
Scottsbluff Building & Grounds	DENNIS SUPPLY	4.64	Drill Bit
Scottsbluff Building & Grounds	MENARD'S	199.00	Laser Level
Scottsbluff Building & Grounds	MENARD'S	76.80	Supplies
Scottsbluff Building & Grounds	MENARD'S	76.68	Supplies
Scottsbluff Building & Grounds	MENARD'S	43.82	Signature Grill
Scottsbluff Building & Grounds	MENARD'S	89.98	Box Levels
Scottsbluff Building & Grounds	CARR TRUMBULL LUMBER	21.99	HEX Key Set
Scottsbluff Building & Grounds	LAWSON PRODUCTS	102.44	Supplies

Cost Center Description	Vendor	Amount	Description
Scottsbluff Building & Grounds	THOMPSON GLASS	418.00	Repair Handicap Door
Scottsbluff Building & Grounds	WASTE CONNECTIONS	114.64	Acct #3046-8697
Sidney Building & Grounds	BOMGAARS SUPPLY	60.87	Acct #0530122
Sidney Building & Grounds	MONEY WISE OFFICE SUPPLY	28.95	Supplies
Sidney Building & Grounds	MONEY WISE OFFICE SUPPLY	52.69	Supplies
Sidney Building & Grounds	TRIPLE O'S BUILDING SUPPLY	11.08	Hardware
Alliance Building & Grounds	NEBRASKA SAFETY FIRE EQUIPMENT	60.00	HD Bracket
Alliance Building & Grounds	NEBRASKA SAFETY FIRE EQUIPMENT	110.00	Inspections
Alliance Building & Grounds	BENZEL'S PEST CONTROL	95.00	Acct #19390 Pest Control
HATC Building & Grounds	TWIN CITY ROOFING SHEET METAL	324.70	Roof Repair
HATC Building & Grounds	WEATHERCRAFT COMPANIES	109.00	Adjusted Coupler
Bldg Maintenance - General Total		5,147.65	
Scottsbluff Building & Grounds	SYNCHRONY BANK/AMAZON	57.96	Supplies
Scottsbluff Building & Grounds	WESTERN COOPERATIVE	5,909.40	Supplies
Scottsbluff Building & Grounds	MENARD'S	8.04	Supplies
Scottsbluff Building & Grounds	PAUL REED CONSTRUCTION SUPPLY	283.12	Redwood Mulch
Scottsbluff Building & Grounds	PAUL REED CONSTRUCTION SUPPLY	318.51	Redwood Mulch
Scottsbluff Building & Grounds	PAUL REED CONSTRUCTION SUPPLY	566.24	Redwood Mulch
Scottsbluff Building & Grounds	PAUL REED CONSTRUCTION SUPPLY	849.36	Redwood Mulch
Scottsbluff Building & Grounds	PAUL REED CONSTRUCTION SUPPLY	318.51	Redwood Mulch
Scottsbluff Building & Grounds	SCOTTSSLUFF WINNELSON	511.72	Supplies
Scottsbluff Building & Grounds	SCOTTSSLUFF WINNELSON	134.78	Supplies
Scottsbluff Building & Grounds	MASEK DISTRIBUTION	500.00	Lease-2 Cars
Sidney Building & Grounds	FINNEYS	12.99	Supplies
Sidney Building & Grounds	JERRY HAUPT CONSTRUCTION LANDSCAPING	290.00	Snow Removal on 04-17-21
Sidney Building & Grounds	BOMGAARS SUPPLY	218.22	Supplies
Sidney Building & Grounds	EXCLUSIVE INVESTING CLUB LLC	225.00	Weed Control
Sidney Building & Grounds	SIDNEY FEED	91.78	Grass Seed
Sidney Building & Grounds	FINNEYS	101.31	Supplies
Sidney Building & Grounds	FINNEYS	15.17	Supplies
Land Maintenance Total		10,412.11	
Powerline	RED BEARD GARAGE	2,025.38	Radiator Repair/Replace
Powerline	RED BEARD GARAGE	236.40	Brake Repair
Powerline	RED BEARD GARAGE	(67.89)	Tax Exempt
Powerline	RED BEARD GARAGE	(5.26)	Tax Exempt
Interactive Television	SYNCHRONY BANK/AMAZON	685.83	HDMI, USB Extender Kits
Interactive Television	CYTEK MEDIA SYSTEMS,	109.61	Freight Charge
Colleague	CLASSLINK	4,095.00	ClassLink Renewal License
R & M - Office Equipment Total		7,079.07	
CDL	FLOYDS TRUCK CENTER	2,682.18	Repairs
CDL	INLAND TRUCK PARTS SERVICE	417.77	Checked Emissions Codes
CDL	INLAND TRUCK PARTS SERVICE	242.55	Check Shut Down Codes
School Transportation	FLOYDS TRUCK CENTER	740.65	Service/Repairs
School Transportation	SCOTTSSLUFF MOTOR CO. ,	71.67	Service
School Transportation	SCOTTSSLUFF MOTOR CO. ,	285.35	Service
School Transportation	FLOYDS TRUCK CENTER	1,334.39	Repairs
School Transportation	SCOTTSSLUFF MOTOR CO. ,	440.00	Replaced Tail Lights
School Transportation	INLAND TRUCK PARTS SERVICE	416.44	Installed Block Heater
School Transportation	INLAND TRUCK PARTS SERVICE	631.27	Heater Repairs
School Transportation	INLAND TRUCK PARTS SERVICE	2,412.63	Engine Repairs
School Transportation	INLAND TRUCK PARTS SERVICE	1,457.14	Clutch Repairs
School Transportation	FLOYDS TRUCK CENTER	849.80	Service, Repair Seat
School Transportation	MONEY WISE OFFICE SUPPLY	44.64	Supplies
School Transportation	TREVTANN LLC	90.00	Fleet Wash
School Transportation	SCOTTSSLUFF MOTOR CO. ,	705.71	Tires/Service
School Transportation	SCOTTSSLUFF MOTOR CO. ,	138.38	Service
School Transportation	SCOTTSSLUFF MOTOR CO. ,	453.01	Coolant Flush/Service
School Transportation	SCOTTSSLUFF MOTOR CO. ,	286.86	Spark Plugs/Service
School Transportation	SCOTTSSLUFF MOTOR CO. ,	301.73	Trasmission Flush/Service
School Transportation	SCOTTSSLUFF MOTOR CO. ,	164.71	Service

Cost Center Description	Vendor	Amount	Description
	R & M - Vehicles Total	14,166.88	
Paramedic Training	COAEMSP	1,700.00	Accrditation Fee 21-22
Surgical Technology	VERIFIED CREDENTIALS	74.00	Cust #PRO-SKVB4547
Surgical Technology	COMMISSION ON ACCREDITATION ALLIED HEALTH	600.00	Surgical Technology
	Accreditation Total	2,374.00	
College Now	STAPLES CREDIT PLAN	80.74	Acct #6035517820663895
Academic Testing & Tutoring	MONEY WISE OFFICE SUPPLY	39.99	Supplies
Academic Testing & Tutoring	MONEY WISE OFFICE SUPPLY	51.68	Supplies
Nursing	QUILL	173.94	Supplies
Nursing	CONNECTING POINT	18.99	Toner
Information Technology Admin	SYNCHRONY BANK/AMAZON	40.99	Acct #6045781700168866
Information Services	SYNCHRONY BANK/AMAZON	23.98	Acct #6045781700168866
Information Services	ARTSTORE	900.00	Annual Access Fee
Student Life & Engagement	GENERAL ELECTRIC CAPITAL	17.65	Acct #6097652000475292
Accounting Services	SYNCHRONY BANK/AMAZON	(21.99)	Credits
Accounting Services	STAPLES CREDIT PLAN	21.29	Acct #6035517820663895
VP of Human Resources	STUART R. TRITT	14.10	Name Plates/Badges
VP of Human Resources	PANHANDLE COOPERATIVE ASSOCIATION ATTN:	60.00	Acct #83256
VP of Human Resources	STUART R. TRITT	26.40	Badges/Plate/Holder
Marketing & Public Relations	HOBBY LOBBY STORES	78.88	Acct #9309997
Sidney Campus	GENERAL ELECTRIC CAPITAL	15.88	Acct #6097652000475292
Sidney Campus	EAKES	70.46	Supplies
Institutional Expense	SYNCHRONY BANK/AMAZON	313.98	Acct #6045781700168866
Institutional Expense	SYNCHRONY BANK/AMAZON	(84.46)	Credits
Institutional Expense	NELNET	376.81	Nelnet fees
Institutional Expense	PAYPAL MANAGER	1,243.35	Credit card usage fees
Institutional Expense	SHIFT 4	618.29	Credit card usage fees
Foundation Office Operations	US POSTAL SERVICE	660.00	Postage Stamps
	Office Materials Total	4,740.95	
VP of Human Resources	GENERAL ELECTRIC CAPITAL	32.68	Supplies
VP of Human Resources	PRINT BROKER	2,338.27	Hats
	Wellness Materials Total	2,370.95	
Institutional Research	COLLEGE BOARD	3,900.00	Acct #95305/Accuplacer
Institutional Research	CENTER FOR COMMUNITY COLLEGE STUDENT EI	6,790.00	Survey Administration
Automotive Technology	KNOW HOW LLC	18.50	Supplies
Automotive Technology	KNOW HOW LLC	38.40	Supplies
Automotive Technology	KNOW HOW LLC	18.59	Supplies
Automotive Technology	KNOW HOW LLC	90.25	Supplies
Automotive Technology	KNOW HOW LLC	15.65	Supplies
Automotive Technology	KNOW HOW LLC	84.99	Supplies
Automotive Technology	KNOW HOW LLC	197.02	Short Pay on Inv 573148
Automotive Technology	KNOW HOW LLC	24.45	Supplies
Automotive Technology	KNOW HOW LLC	119.96	Supplies
Autobody Technology	KNOW HOW LLC	73.48	Supplies
Autobody Technology	KNOW HOW LLC	9.99	Supplies
Autobody Technology	STURDEVANTS - ALLIANCE	58.05	Supplies
Autobody Technology	STURDEVANTS - ALLIANCE	110.00	Mar,Apr YADA Billing
Autobody Technology	STURDEVANTS - ALLIANCE	239.84	Supplies
Autobody Technology	STURDEVANTS - ALLIANCE	68.84	Supplies
Autobody Technology	STURDEVANTS - ALLIANCE	68.84	Supplies
Autobody Technology	WHOLESALE MOTIVE SERVICE	39.95	Supplies
Autobody Technology	WHOLESALE MOTIVE SERVICE	105.43	Supplies
Autobody Technology	WHOLESALE MOTIVE SERVICE	308.47	Supplies
Autobody Technology	WHOLESALE MOTIVE SERVICE	92.99	Supplies
Autobody Technology	WHOLESALE MOTIVE SERVICE	163.81	Supplies
Autobody Technology	WHOLESALE MOTIVE SERVICE	30.28	Supplies
Autobody Technology	WHOLESALE MOTIVE SERVICE	5.25	Supplies
Autobody Technology	WHOLESALE MOTIVE SERVICE	115.99	Supplies

Cost Center Description	Vendor	Amount	Description
Autobody Technology	WHOLESALE MOTIVE SERVICE	28.31	Supplies
Autobody Technology	KNOW HOW LLC	20.24	Supplies
Autobody Technology	STURDEVANTS - ALLIANCE	108.43	Supplies
Autobody Technology	STURDEVANTS - ALLIANCE	213.24	Supplies
Diesel Technology	SNAP ON INDUSTRIAL	464.81	Wrenches/Inspec Unit/Sets
Diesel Technology	SNAP ON INDUSTRIAL	184.98	Wrenches/Wrench Set
Diesel Technology	SNAP ON INDUSTRIAL	115.77	Prybars
Diesel Technology	SNAP ON INDUSTRIAL	103.53	Torque Wrench
Welding	STAPLES CREDIT PLAN	259.92	Acct #6035517820663895
Welding	MATHESON TRI-GAS	573.78	Acct #A6116
Welding	MATHESON TRI-GAS	60.55	Acct #A6116
Welding	MATHESON TRI-GAS	117.39	Acct #A6116
Welding	AIRGAS	524.94	Supplies
Welding	MATHESON TRI-GAS	157.55	Acct #A6116
Welding	MATHESON TRI-GAS	167.55	Acct #A6116
Welding	UNITED STATES WELDING	301.46	Supplies
Welding	RANCH HOME SUPPLY LLC	252.70	Supplies
Aviation	E S	81.98	Supplies
Aviation	MATHESON TRI-GAS	38.49	Acct #A6116
Aviation	FINNEYS	60.51	Supplies
Aviation	IRWIN INTERNATIONAL, AERO PERFORMANCE	72.70	Supplies
Aviation	IRWIN INTERNATIONAL, AERO PERFORMANCE	8.25	Machine Screws
Aviation	E S	70.78	Supplies
Powerline	DAKOTA RIGGERS TOOL SUPPLY	38.67	Block Pins
Powerline	BORDER STATES INDUSTRIES	(204.90)	Credit Return
Powerline	BOMGAARS SUPPLY	101.35	Acct #0530122
Business	SYNCHRONY BANK/AMAZON	153.16	Acct #6045781700168866
Nursing	TERRYBERRY LLC	1,345.65	Nursing Pins
Paramedic Training	BOUND TREE MEDICAL LLC	127.62	Supplies
Paramedic Training	BOUND TREE MEDICAL LLC	261.92	Supplies
Paramedic Training	BOUND TREE MEDICAL LLC	7.02	Supplies
Paramedic Training	BOUND TREE MEDICAL LLC	9.58	Supplies
Surgical Technology	SYNCHRONY BANK/AMAZON	420.60	Acct #6045781700168866
Surgical Technology	MEDLINE INDUSTRIES,	150.89	Skin Closures
Surgical Technology	MEDLINE INDUSTRIES,	61.91	Supplies
Speech/Theatre	GENERAL ELECTRIC CAPITAL	55.49	Acct #6097652000475292
Speech/Theatre	STAPLES CREDIT PLAN	59.93	Acct #6035517820663895
Speech/Theatre	HOBBY LOBBY STORES	(321.71)	Credit Returns
Vocal Music	GENERAL ELECTRIC CAPITAL	16.94	Acct #6097652000475292
Instrumental Music	CROSSROADS MUSIC LLC	364.85	Supplies
Instrumental Music	JW PEPPER SON, INC.	51.99	Sheet Music
Instrumental Music	JW PEPPER SON, INC.	5.00	Sheet Music
Instrumental Music	JW PEPPER SON, INC.	82.00	Sheet Music
Instrumental Music	JW PEPPER SON, INC.	43.99	Sheet Music
Instrumental Music	JW PEPPER SON, INC.	5.00	Sheet Music
Instrumental Music	CROSSROADS MUSIC LLC	8.00	Sheet Music
Instrumental Music	CROSSROADS MUSIC LLC	37.70	Parts
Art	SYNCHRONY BANK/AMAZON	260.51	Acct #6045781700168866
Art	HOBBY LOBBY STORES	519.46	Acct #9309997
Social Science	GENERAL ELECTRIC CAPITAL	92.05	Acct #6097652000475292
Medical Lab Tech / Phlebotomy	MEDIALAB, INC.	570.00	Simulator Seats
Guided Pathways - Kiewit Match	GENERAL ELECTRIC CAPITAL	107.88	Acct #6097652000475292
Sidney Campus	GENERAL ELECTRIC CAPITAL	8.94	Acct #6097652000475292
Sidney Campus	ALEX YVONNE SCHMUNK	153.37	Deli Foods
Sidney Campus	SAFEWAY	53.92	Acct #50562
Sidney Campus	ALEX YVONNE SCHMUNK	66.30	Coffee
Athletic Director	PERFORMANCE HEALTH SUPPLY	38.85	Supplies
Athletic Director	PERFORMANCE HEALTH SUPPLY	30.65	Supplies
Men's Baseball	VERIZON WIRELESS	40.01	Acct #483208547-00001
Women's Basketball	STAPLES CREDIT PLAN	18.79	Acct #6035517820663895
Women's Softball	VERIZON WIRELESS	40.01	Acct #483208547-00001

Educational Materials Total

21,660.27

Student Services Administraton
Student Services Administraton

IDEAL LINEN, BLUFFS FACILITY IDEAL LINEN
COVERMASTER

71.31 Supplies
821.92 Seaming Tape

Cost Center Description	Vendor	Amount	Description
Student Services Administraton	HOBBY LOBBY STORES	37.00	Acct #9309997
Student Services Administraton	HOBBY LOBBY STORES	(10.80)	Credit Returns
Student Services Administraton	B A WELDING DESIGN	446.00	Custom Rail for Stadium
Student Services Administraton	MENARD'S	71.03	Supplies
Student Services Administraton	MENARD'S	65.90	Supplies
Student Services Administraton	COMMEMORATIVE BRANDS,	57.02	Degrees/Diplomas
Student Services Administraton	MIDWEST THEATER	1,000.00	Projector Use/Staff Time
Graduation Materials Total		2,559.38	
Information Services	SYNCHRONY BANK/AMAZON	87.84	Acct #6045781700168866
Audio Visual Materials Total		87.84	
Information Services	SYNCHRONY BANK/AMAZON	21.34	Acct #6045781700168866
Information Services	YBP LIBRARY SERVICES	439.14	Acct #11184-10
Information Services	YBP LIBRARY SERVICES	330.82	Acct #11184-10
Information Services	YBP LIBRARY SERVICES	49.98	Acct #11184-10
Books Total		841.28	
Computer Services	SYNCHRONY BANK/AMAZON	34.49	Acct #6045781700168866
Computer Services	CDW GOVERNMENT	229.80	Plantronics Headsets x4
Computer Services	CDW GOVERNMENT	160.54	Docking Station
Computer Services	MENARD'S	17.94	Clip Box
Computer Services	CDW GOVERNMENT	197.88	Vertical Cable Rings
Computer Supplies Total		640.65	
Computer Services	CERBERUS LLC	1,450.00	Cerberus FTP Server
Computer Services	WAVEFUNCTION	1,950.00	Odyssey Site License
Computer Services	CONVERGEONE	3,832.69	CISCO 48P Switch Racks x2
Guided Pathways - Kiewit Match	CCN FINANCIAL SERVICES, INC.	2,000.00	Application Serv Provider
Software Total		9,232.69	
Scottsbluff Building & Grounds	IDEAL LINEN, BLUFFS FACILITY IDEAL LINEN	1,798.30	Supplies
Scottsbluff Building & Grounds	IDEAL LINEN, BLUFFS FACILITY IDEAL LINEN	2,306.85	Supplies
Scottsbluff Building & Grounds	IDEAL LINEN, BLUFFS FACILITY IDEAL LINEN	24.98	Acct #269951
Scottsbluff Building & Grounds	IDEAL LINEN, BLUFFS FACILITY IDEAL LINEN	1,011.00	Liners
Sidney Building & Grounds	IDEAL LINEN, BLUFFS FACILITY IDEAL LINEN	105.92	Supplies
Sidney Building & Grounds	IDEAL LINEN, BLUFFS FACILITY IDEAL LINEN	84.00	Supplies
Sidney Building & Grounds	IDEAL LINEN, BLUFFS FACILITY IDEAL LINEN	54.58	Acct #325484
Sidney Building & Grounds	ALEX YVONNE SCHMUNK	8.93	Supplies
Sidney Building & Grounds	IDEAL LINEN, BLUFFS FACILITY IDEAL LINEN	26.28	Acct #325484
Sidney Building & Grounds	IDEAL LINEN, BLUFFS FACILITY IDEAL LINEN	26.28	Acct #325484
Sidney Building & Grounds	IDEAL LINEN, BLUFFS FACILITY IDEAL LINEN	42.94	Acct #325480
Custodial Supplies Total		5,490.06	
Athletic Director	IDEAL LINEN, BLUFFS FACILITY IDEAL LINEN	30.15	Acct #695930
Laundry Supplies Total		30.15	
Safety Director	SCOTTSBLUFF SCREENPRINTING EMBROIDERY,	144.00	T-Shirts
Safety Supplies Total		144.00	
CDL	WEX BANK, WRIGHT EXPRESS	195.64	Acct #0464-00-753323-5
School Transportation	WEX BANK, WRIGHT EXPRESS	6,093.47	Acct #0464-00-753323-5
School Transportation	WESTERN COOPERATIVE	175.72	Acct #3884005
School Transportation	WESTERN COOPERATIVE	(12.94)	Fed Gas/Diesel Tax
School Transportation	PANHANDLE COOPERATIVE ASSOCIATION ATTN:	400.09	Acct #83256
Vehicle Fuel Total		6,851.98	

Cost Center Description	Vendor	Amount	Description
Men's Baseball	KIM SPENCER	440.00	Baseball Umpire 04/10, 11
Men's Baseball	ADDUCCI KENNETH	540.00	Baseball Umpire 04-24,25
Men's Baseball	DALE-FERGUSON DARRYL	440.00	Baseball Umpire 04-10,11
Men's Baseball	MAXEY JEFF	200.00	Baseball Umpire 04-14
Men's Baseball	MCKINNEY SHAWN D	200.00	Baseball Umpire 04-14
Men's Baseball	MONACO CAMERON	540.00	Baseball Umpire 04-24,25
Men's Baseball	FAIRFIELD INN SUITES SCOTTSBLUFF	198.00	Spenser, K./Mckinney, S.
Men's Baseball	FAIRFIELD INN SUITES SCOTTSBLUFF	198.00	Mike Jones
Men's Baseball	HODGES WILLIAM DOUGLAS	1,020.00	Region 9 Baseball Umpire
Men's Soccer	RUIZ FEDERICO	209.90	Soccer Official 04-09
Men's Soccer	COLELLA MATT	187.50	Soccer Official on 04-09
Men's Soccer	CULVER JAY GORDON	236.50	Soccer Official on 04-09
Women's Soccer	RUIZ FEDERICO	209.90	Soccer Official 04-09
Women's Soccer	COLELLA MATT	187.50	Soccer Official on 04-09
Women's Soccer	CULVER JAY GORDON	236.50	Soccer Official on 04-09
Officiating & Referees Total		5,043.80	
Student Engagement Director	GENERAL ELECTRIC CAPITAL	49.46	Acct #6097652000475292
Other Expense Total		49.46	
Area	DOUGLAS, KELLY, OSTDIEK, A PROFESSIONAL	12,051.00	Acct #20210099-001M
Legal Total		12,051.00	
Athletic Director	REGIONAL WEST MEDICAL CENTER	1,741.20	
Athletic Director	RWPC ORTHOPEDICS NORTH	258.80	
Athletic Director	RWPC ORTHOPEDICS NORTH	496.30	
Athletic Director	ADVANTAGE CHIROPRACTIC ACUPUNCTURE, LLC	210.00	
Athletic Director	ADVANTAGE CHIROPRACTIC ACUPUNCTURE, LLC	40.00	
Athletic Director	ADVANTAGE CHIROPRACTIC ACUPUNCTURE, LLC	105.00	
Athletic Director	ADVANTAGE CHIROPRACTIC ACUPUNCTURE, LLC	489.39	
Athletic Director	QUICK CARE MEDICAL SERVICES	150.15	
Athletic Director	RWPC ORTHOPEDICS NORTH	21.73	
Athletic Director	RWPC ORTHOPEDICS NORTH	86.02	
Athletic Director	ADVANTAGE CHIROPRACTIC ACUPUNCTURE, LLC	120.00	
Medical Total		3,718.59	
ABE Regular	LIFESIZE	6,998.00	Acct #43699
Automotive Technology	IDEAL LINEN, BLUFFS FACILITY IDEAL LINEN	37.74	Acct #248360
Automotive Technology	IDEAL LINEN, BLUFFS FACILITY IDEAL LINEN	38.89	Acct #228530
Automotive Technology	IDEAL LINEN, BLUFFS FACILITY IDEAL LINEN	37.74	Acct #248360
Automotive Technology	IDEAL LINEN, BLUFFS FACILITY IDEAL LINEN	37.74	Acct #248360
Automotive Technology	IDEAL LINEN, BLUFFS FACILITY IDEAL LINEN	38.89	Acct #228530
Automotive Technology	IDEAL LINEN, BLUFFS FACILITY IDEAL LINEN	37.74	Acct #248360
Autobody Technology	IDEAL LINEN, BLUFFS FACILITY IDEAL LINEN	20.78	Acct #248361
Autobody Technology	IDEAL LINEN, BLUFFS FACILITY IDEAL LINEN	20.78	Acct #248361
Autobody Technology	IDEAL LINEN, BLUFFS FACILITY IDEAL LINEN	20.78	Acct #248361
Autobody Technology	IDEAL LINEN, BLUFFS FACILITY IDEAL LINEN	20.78	Acct #248361
Welding	IDEAL LINEN, BLUFFS FACILITY IDEAL LINEN	7.30	Acct #248362
Welding	IDEAL LINEN, BLUFFS FACILITY IDEAL LINEN	7.30	Acct #248362
Welding	IDEAL LINEN, BLUFFS FACILITY IDEAL LINEN	7.30	Acct #248362
Welding	MINATARE HIGH SCHOOL	425.26	Intro to Welding
Welding	SCOTTSBLUFF HIGH SCHOOL	850.52	Intro to Welding
Welding	SCOTTSBLUFF HIGH SCHOOL	1,275.78	Intro to Welding
Welding	SCOTTSBLUFF HIGH SCHOOL	1,063.15	Intro to Welding
Welding	SIDNEY HIGH SCHOOL	1,063.15	Intro to Welding
Welding	IDEAL LINEN, BLUFFS FACILITY IDEAL LINEN	7.30	Acct #248362
Aviation	IDEAL LINEN, BLUFFS FACILITY IDEAL LINEN	42.94	Acct #325480
Aviation	IDEAL LINEN, BLUFFS FACILITY IDEAL LINEN	118.69	Acct #360890
Aviation	IDEAL LINEN, BLUFFS FACILITY IDEAL LINEN	42.94	Acct #325480
Aviation	IDEAL LINEN, BLUFFS FACILITY IDEAL LINEN	118.69	Acct #360890
Aviation	IDEAL LINEN, BLUFFS FACILITY IDEAL LINEN	42.94	Acct #325480
Aviation	IDEAL LINEN, BLUFFS FACILITY IDEAL LINEN	118.69	Acct #360890

Cost Center Description	Vendor	Amount	Description
Aviation	IDEAL LINEN, BLUFFS FACILITY IDEAL LINEN	118.69	Acct #360890
Business	LEYTON HIGH SCHOOL	364.50	Personal Finance
Business	LEYTON HIGH SCHOOL	1,093.50	Personal Finance
Nursing	BANNER COUNTY HIGH SCHOOL	182.25	Medical Terminology
Nursing	GERING HIGH SCHOOL GERING HIGH	729.00	Medical Terminology
Nursing	HEMINGFORD HIGH SCHOOL	729.00	Medication Aide
Nursing	LEYTON HIGH SCHOOL	364.50	Medication Aide
Nursing	SCOTTSBLUFF HIGH SCHOOL	1,822.50	Medication Aide
Nursing	SCOTTSBLUFF HIGH SCHOOL	5,771.20	Basic Nursing Assistant
Nursing	SCOTTSBLUFF HIGH SCHOOL	2,733.75	Medical Terminology
Nursing	SCOTTSBLUFF HIGH SCHOOL	2,916.00	Medical Terminology
English	BANNER COUNTY HIGH SCHOOL	546.75	English Comp II
English	BRIDGEPORT HIGH SCHOOL	2,004.75	English Comp II
English	BRIDGEPORT HIGH SCHOOL	729.00	English Comp II
English	CODY KILGORE HIGH SCHOOL	1,093.50	English Comp II
English	GERING HIGH SCHOOL GERING HIGH	911.25	Workplace Writing
English	GERING HIGH SCHOOL GERING HIGH	546.75	Workplace Writing
English	GORDON RUSHVILLE HIGH SCHOOL	546.75	English Comp II
English	GORDON RUSHVILLE HIGH SCHOOL	1,458.00	English Comp II
English	SCOTTSBLUFF HIGH SCHOOL	3,462.75	English Comp II
English	SCOTTSBLUFF HIGH SCHOOL	4,556.25	English Comp II
Instrumental Music	IDEAL LINEN, BLUFFS FACILITY IDEAL LINEN	33.60	Acct #269952
Instrumental Music	RAINES ROBERT RANDLE	28.00	Trombone Rehearsal 04-08
Instrumental Music	IDEAL LINEN, BLUFFS FACILITY IDEAL LINEN	368.60	Acct #1009440
Math & Engineering	CHADRON HIGH SCHOOL	182.25	Technical Mathematics
Math & Engineering	GARDEN COUNTY HIGH SCHOOL	364.50	College Algebra
Math & Engineering	GERING HIGH SCHOOL GERING HIGH	2,004.75	College Algebra
Math & Engineering	GERING HIGH SCHOOL GERING HIGH	1,458.00	College Algebra
Math & Engineering	HEMINGFORD HIGH SCHOOL	182.25	Principles of Accounting
Math & Engineering	MITCHELL HIGH SCHOOL	364.50	College Algebra
Math & Engineering	MITCHELL HIGH SCHOOL	729.00	College Algebra
Math & Engineering	MITCHELL HIGH SCHOOL	1,093.50	Applied Statistics
Math & Engineering	MITCHELL HIGH SCHOOL	546.75	College Algebra
Math & Engineering	SCOTTSBLUFF HIGH SCHOOL	2,551.50	College Algebra
Math & Engineering	SOUTH PLATTE HIGH SCHOOL	1,458.00	College Algebra
Social Science	BANNER COUNTY HIGH SCHOOL	1,640.25	History American West
Social Science	GERING HIGH SCHOOL GERING HIGH	2,733.75	American History II
Social Science	SCOTTSBLUFF HIGH SCHOOL	2,187.00	History American West
Social Science	SCOTTSBLUFF HIGH SCHOOL	1,458.00	History American West
Social Science	SOUTH PLATTE HIGH SCHOOL	364.50	American History II
CDL	QUICK CARE MEDICAL SERVICES	125.00	CDL Exam
CDL	KNOW HOW LLC	(80.99)	Dupilcate Pmt/Inv 572523
CDL	SCOTTSBLUFF SCREENPRINTING EMBROIDERY,	498.00	Carhartt Shirts
CDL	PAUL REED CONSTRUCTION SUPPLY	350.00	CDL Testing
CDL	UNITED STATES DEPARTMENT HOMELAND SECU	25.00	CIS SAVE ID_EDWN
Hospital Academy	REGIONAL WEST MEDICAL CENTER	1,494.00	Qtr 1 Hospital Academy
Dean of Workforce Development	COMMONSENSESAFETY	500.00	OSHA 10 Training #3
Dean of Workforce Development	ABRAHAMS KELLY S	300.00	Intro to Quickbooks
Dean of Workforce Development	ABRAHAMS KELLY S	300.00	Advanced Quickbooks
Information Services	ADVANCE SERVICES, INC.	527.70	Acct #102086
Information Services	ADVANCE SERVICES, INC.	527.70	Acct #102086
Information Services	ADVANCE SERVICES, INC.	527.70	Acct #102086
Information Services	ADVANCE SERVICES, INC.	527.70	Acct #102086
Student Life & Engagement	ADVANCE SERVICES, INC.	734.91	Acct #102086
Student Life & Engagement	ADVANCE SERVICES, INC.	890.80	Acct #102086
Student Life & Engagement	ADVANCE SERVICES, INC.	890.80	Acct #102086
Student Life & Engagement	ADVANCE SERVICES, INC.	746.05	Acct #102086
Student Engagement Director	GENERAL ELECTRIC CAPITAL	15.89	Acct #6097652000475292
Guided Pathways - Kiewit Match	SCOTTSBLUFF SCREENPRINTING EMBROIDERY,	544.00	Sweatshirts
Guided Pathways - Kiewit Match	FLOOD COMMUNICATIONS WEST, KSID	400.00	Advertising
Financial Aid	NEBRASKA STUDENT LOAN PROGRAM	59.95	Grace Calling Fees
Financial Aid	NEBRASKA STUDENT LOAN PROGRAM	302.50	Verifications
VP of Administrative Services	ADVANCE SERVICES, INC.	733.98	Acct #102086
VP of Administrative Services	ADVANCE SERVICES, INC.	526.96	Acct #102086
VP of Administrative Services	ADVANCE SERVICES, INC.	733.98	Acct #102086
Scottsbluff Building & Grounds	GOMPERT HENRY	1,386.97	Professional Services

Cost Center Description	Vendor	Amount	Description
Scottsbluff Building & Grounds	HVS LLC, STOR-AUL SCOTTSBLUFF	300.00	Acct #1007887
Scottsbluff Building & Grounds	BAKER ASSOCIATES,	3,616.00	Fire Protection Improvmnt
Scottsbluff Building & Grounds	HVS LLC, STOR-AUL SCOTTSBLUFF	300.00	Acct #1007887
Scottsbluff Building & Grounds	ADVANCE SERVICES, INC.	638.00	Acct #102086
Scottsbluff Building & Grounds	ADVANCE SERVICES, INC.	1,403.60	Acct #102086
Scottsbluff Building & Grounds	ADVANCE SERVICES, INC.	63.80	Acct #102086
Scottsbluff Building & Grounds	ADVANCE SERVICES, INC.	1,403.60	Acct #102086
Scottsbluff Building & Grounds	ADVANCE SERVICES, INC.	638.00	Acct #102086
Scottsbluff Building & Grounds	ADVANCE SERVICES, INC.	781.58	Acct #102086
Scottsbluff Building & Grounds	ADVANCE SERVICES, INC.	638.00	Acct #102086
Scottsbluff Building & Grounds	ADVANCE SERVICES, INC.	1,276.00	Acct #102086
Scottsbluff Building & Grounds	ADVANCE SERVICES, INC.	1,276.00	Acct #102086
Scottsbluff Building & Grounds	FBG SERVICE FBG SERVICE	23,735.00	April Monthly Cleaning
Sidney Building & Grounds	FBG SERVICE FBG SERVICE	3,975.00	April Monthly Cleaning
Alliance Building & Grounds	FBG SERVICE FBG SERVICE	2,240.00	April Monthly Cleaning
HATC Building & Grounds	FBG SERVICE FBG SERVICE	7,432.00	April Monthly Cleaning
VP of Human Resources	CONNECTIONS EAP	546.00	Debriefing
VP of Human Resources	CONNECTIONS EAP	7,925.76	EAP Services Annual Fee
VP of Human Resources	ONESOURCE BACKGROUND CHECK	47.50	Reports
VP of Human Resources	ONESOURCE BACKGROUND CHECK	74.50	Reports
VP of Human Resources	ONESOURCE BACKGROUND CHECK	43.00	Reports
VP of Human Resources	ONESOURCE BACKGROUND CHECK	36.00	Reports
VP of Human Resources	BUSINESS TRAINING LIBRARY	79.09	Learning Management Sys
Marketing & Public Relations	HOWARD CURTIS	14,900.00	Advertising Promos
Sidney Campus	ADVANCE SERVICES, INC.	159.60	Acct #101592
Sidney Campus	CLAUSEN BROTHERS DEVELOPMENT, FORT SIDN	70.00	May Rent Unit 42
Sidney Campus	ADVANCE SERVICES, INC.	127.68	Acct #101592
Sidney Campus	ADVANCE SERVICES, INC.	(159.60)	Acct #101592/Credit Memo
Sidney Campus	CLAUSEN BROTHERS DEVELOPMENT, FORT SIDN	70.00	June Rent Unit #42
Alliance Campus	ADVANCE SERVICES, INC.	159.60	Acct #133491
Athletic Director	BRUNZ DAVID L	240.00	Basketball Announcer
Athletic Director	RICHARDS RAYMOND R	500.00	Basketball Announcer
School Transportation	LACY LARRY M.	120.00	Reimburse/Exam
Colleague	ELLUCIAN LP	1,968.75	Consultant Fees
Colleague	HASHLEY JAMES A	450.00	Software Support
Colleague	ELLUCIAN LP	5,250.00	Consultant Fees
Colleague	ELLUCIAN LP	6,581.25	Consultant Fees
Area	EMPLOYERS COUNCIL SERVICES	1,140.00	Project: HR Manager Supp
Area	FAIRFIELD INN SUITES SCOTTSBLUFF	250.00	Susan Verbeck
Foundation Office Operations	STELTER	750.00	Acct #A0003261
Alumni Office	WALLSPACE INDOOR BILLBOARDS	350.00	DJ Services
Alumni Office	MAY RANDALL	500.00	Statue Mold
Outside Services Total		170,415.46	
Safety Director	SOS INTERMEDIATE HOLDING, ALLIED UNIVERSA	3,429.36	Security per Contract
Safety Director	SOS INTERMEDIATE HOLDING, ALLIED UNIVERSA	3,419.98	Security per Contract
Safety Director	SOS INTERMEDIATE HOLDING, ALLIED UNIVERSA	3,429.36	Security per Contract
Safety Director	SOS INTERMEDIATE HOLDING, ALLIED UNIVERSA	3,429.36	Security per Contract
Safety Director	SOS INTERMEDIATE HOLDING, ALLIED UNIVERSA	2,538.16	Security per Contract
Security Services Total		16,246.22	
Area	25TH HOUR COMMUNICATIONS	3,000.00	Marketing Services
Area	JAMES BLACK JR, SEM WORKS	2,000.00	Remote Consulting
Consultants Total		5,000.00	
Student Life & Engagement	GENERAL ELECTRIC CAPITAL	126.52	Acct #6097652000475292
Student Life & Engagement	HOBBY LOBBY STORES	193.65	Acct #9309997
Student Engagement Director	SYNCHRONY BANK/AMAZON	335.78	Acct #6045781700168866
Student Engagement Director	SYNCHRONY BANK/AMAZON	(149.00)	Credits
Student Engagement Director	GENERAL ELECTRIC CAPITAL	211.33	Acct #6097652000475292
Program Development Total		718.28	

Cost Center Description	Vendor	Amount	Description
Admissions	PENDLETON TAMARA	400.00	Summer College Fair
Admissions	SAFEWAY	123.69	Acct #50562
	Recruitment Total	523.69	
Institutional Expense	J G ELLIOTT	450.00	Acct #WESTNEB-14
Institutional Expense	J G ELLIOTT	150.00	Acct #WESTNEB-14
	Insurance Total	600.00	
College President	SIMONE CARMEN	11.25	Reimburse/Lincoln Trip
College President	JOHN Q HAMMONS RVOC TR 12281989	149.00	Carmen Simone
	Commercial Transportation Total	160.25	
Admissions	WAGNER DEBORAH	69.58	Reimburse/Meals
	Commercial Transport - Recruit Total	69.58	
College Now	NATIONAL ALLIANCE CONCURRENT ENROLLMEN	560.00	2021 Membership Dues
Academic Testing & Tutoring	NCTA MEMBERSHIP	100.00	Conf Regis/Tammie Kleich
Admissions	NATIONAL SMALLL COLLEGE ENROLLMENT CONF	595.00	Gretchen Foster
Marketing & Public Relations	NATIONAL COUNCIL FOR MARKETING PR	150.00	Webinar
Foundation Office Operations	COUNCIL FOR ADVANCEMENT SUPPORT EDUCA1	650.00	Special Events
Foundation Office Operations	COUNCIL FOR ADVANCEMENT SUPPORT EDUCA1	800.00	Major Gift Strategies
Foundation Office Operations	COUNCIL FOR ADVANCEMENT SUPPORT EDUCA1	1,500.00	Advanced Development
Foundation Office Operations	COUNCIL FOR ADVANCEMENT SUPPORT EDUCA1	1,300.00	Conference on Stewardship
Alumni Office	COUNCIL FOR ADVANCEMENT SUPPORT EDUCA1	650.00	Special Events
	Professional Development Total	6,305.00	
College Now	JOHNSON JEANNETTE FAY	55.00	Reimburse/Certificate
College Now	NEBRASKA DEPT EDUCATION	40.00	Erandi Gunapala
Nursing	SEILER JENNIFER THERESA	3,326.25	Reimburse/NP Course
	Faculty Development Total	3,421.25	
VP of Human Resources	EICKE DUSTIN	803.19	Moving Expense
	Moving Expense Total	803.19	
Vocal Music	GENERAL ELECTRIC CAPITAL	113.34	Acct #6097652000475292
Men's Basketball	LU SHIH-YU	20.00	Reimburse/La Junta Trip
Men's Basketball	HAMPTON INN	576.00	Men's, Women's Basketball
Men's Soccer	GENERAL ELECTRIC CAPITAL	37.42	Acct #6097652000475292
Women's Basketball	GENERAL ELECTRIC CAPITAL	102.34	Acct #6097652000475292
Women's Basketball	HAMPTON INN	576.00	Men's, Women's Basketball
Women's Soccer	GENERAL ELECTRIC CAPITAL	37.42	Acct #6097652000475292
	Student Travel Total	1,462.52	
Athletic Director	LU SHIH-YU	35.00	Reimburse/Lubbock Trip
	Post Season Tournament Total	35.00	
VP of Human Resources	KIMBALL RICKY	692.80	Interview Expense
VP of Human Resources	KJELDGAARD VIOLETTE	80.24	Interview Expense
VP of Human Resources	TABOR STEPHEN	570.10	Interview Expense
	Interview Travel Total	1,343.14	
Diesel Technology	SNAP ON INDUSTRIAL	3,882.45	Wrenches/Inspec Unit/Sets
Diesel Technology	SNAP ON INDUSTRIAL	1,825.80	Puller Set Master
Diesel Technology	SNAP ON INDUSTRIAL	1,418.92	Wrenches/Wrench Set
Diesel Technology	SNAP ON INDUSTRIAL	578.85	Wrench Set
Diesel Technology	SNAP ON INDUSTRIAL	1,552.95	Wrench Set

Cost Center Description	Vendor	Amount	Description
Diesel Technology	SNAP ON INDUSTRIAL	520.20	Torque Wrench
Diesel Technology	SNAP ON INDUSTRIAL	639.90	Socket Set
Powerline	BORDER STATES INDUSTRIES	3,743.64	Huskie 2 Wheel Dolly
Paramedic Training	BOUND TREE MEDICAL LLC	654.58	EMS Pelican Cases x2 Qty
Science	UNITED SCOPE LLC	12,987.32	Compound Microscopes x80
Computer Services	CDW GOVERNMENT	1,120.36	Plantronics Headsets x4
Computer Services	STERLING COMPUTERS	25,200.00	OptiPlex 5080 Micros x25
Computer Services	APPLE INC.	2,378.00	27" iMac /RP5300/CTO x1
Computer Services	CDW GOVERNMENT	2,803.03	Tripp Lite 42U Rack/PDU
Computer Services	CDW GOVERNMENT	668.67	HP Color LaserJet Printer
Computer Services	CONVERGEONE	6,116.58	CISCO 48P Switch Racks x2
Computer Services	FLAGSHIP TECHNOLOGIES	5,125.00	HP rx2800 Integrity Srvr
Scottsbluff Building & Grounds	MENARD'S	549.00	Signature Grill
HATC Building & Grounds	ELECTRONIC CONTRACTING	7,715.37	PLEX Audiovisual
Equipment Total		79,480.62	
Unrestricted Fund Total		2,325,899.66	
Housing Deposits Total		14,883.75	
Foundation Operations	BORDER STATES INDUSTRIES	2,454.72	Tools/Powerline student
Foundation Operations	COMMUNITY ACTION PARTNERSHIP WESTERN NI	400.00	Student emergency assistance
Foundation Operations	VALLEY AMBULANCE SERVICES	700.00	Student emergency assistance
Foundation Operations	BASHLIN INDUSTRIES,	2,005.55	Tools/Powerline student
Foundation Operations	SCOTTS BLUFF COUNTY TREASURER	695.33	Student emergency assistance
Foundation Operations		200.00	Reimburse NCLEX Exam
Foundation Operations	UNITED STATES TREASURY	433.00	Student emergency assistance
Foundation Operations	NEBRASKALAND TIRE, NKC TIRE	441.10	Student emergency assistance
Foundation Operations	FAIRFIELD INN SUITES SCOTTSBLUFF	297.00	Student emergency assistance
Foundation Operations	JOE A MEJIA INSURANCE AGENCY, STATE FARM I	207.33	Student emergency assistance
Educational Materials Total		7,834.03	
National Science Foundation Gr	MOUNTAIN VISION PIZZA	32.99	WNCC - Stem
Foundation Operations	JOHNSON NATHANIEL F	149.42	Reimburse/U-Haul Rental
Foundation Operations	HOBBY LOBBY STORES	23.54	Acct #9309997
Outside Services Total		205.95	
Foundation Operations	STAPLES CREDIT PLAN	2,949.94	Acct #6035517820663895
Foundation Operations		113.00	Reimburse/Assessment Fees
Scholarship Expense Total		3,062.94	
Restricted Fund Total		25,986.67	
Veterans Upward Bound 2020-21	MONEY WISE OFFICE SUPPLY	279.99	Printer
Veterans Upward Bound 2020-21	GENERAL ELECTRIC CAPITAL	125.20	Acct #6097652000475292
Veterans Upward Bound 2020-21	PROFORMA	577.26	iPhone Stands
Educational Materials Total		982.45	
Student Support Svcs 2020-21	PIZZA HUT	27.85	Meal on 03-23-2021
Student Support Svcs 2020-21	COUNCIL FOR OPPORTUNITY IN EDUCATION, COI	899.00	Conference/Janet Craven
Student Support Svcs 2020-21	SAFEWAY	50.47	Acct #50562
Student Support Svcs 2020-21	HOBBY LOBBY STORES	11.66	Acct #9309997
Veterans Upward Bound 2020-21	BH SERVICES	14.60	Smartboard
Veterans Upward Bound 2020-21	LINK SYSTEMS INTERNATIONAL,	1,500.00	Sofia Seat Licenses
Other Expense Total		2,503.58	
Veterans Upward Bound 2020-21	ASSOCIATION VETERANS EDUCATION CERTIFYIN	375.00	Michael Millikin
Commercial Transportation Total		375.00	

Cost Center Description	Vendor	Amount	Description
Federal Fund Total		3,861.03	
Band	MOUNTAIN VISION PIZZA	49.96	Band Dept. 05-02-2021
District Music Contest	SCHMIDT CALEB A.	700.00	Piano Tuning/Dist Music
District Music Contest	FIRST ASSEMBLY GOD CHURCH	150.00	District Music/Rental
District Music Contest	HOFFMAN JACOB R	348.82	Dist Music Chair/Mileage
District Music Contest	FAIRFIELD INN SUITES SCOTTSBLUFF	693.00	District Music Judges
Criminal Justice	GENERAL ELECTRIC CAPITAL	280.88	Acct #6097652000475292
Voc Air Flight Lesson Account		531.72	Reimburse/Flight Training
Residence Hall Council	GENERAL ELECTRIC CAPITAL	229.55	Acct #6097652000475292
Residence Hall Council	HOBBY LOBBY STORES	8.99	Acct #9309997
Housing Activity Fee	GENERAL ELECTRIC CAPITAL	62.46	Acct #6097652000475292
Student Special Activities-Scb	HOBBY LOBBY STORES	8.58	Acct #9309997
Student Special Activities-Sid	HOUSE FLOWERS	35.00	Bouquets, White Roses
Student Special Activities-All	SAFEWAY	32.08	Acct #50562
Student Special Activities-All	BEVERLY ACKERMAN, ACKERMAN CATERING	45.00	Cupcakes
Student Special Activities-All	ALLIANCE GROCERY KART	0.99	Bagged Ice
Student Special Activities-All	ALLIANCE, CITY	50.00	Museum Room Rental
Campus Activities Board - SCB	GENERAL ELECTRIC CAPITAL	398.91	Acct #6097652000475292
Campus Activities Board - SID	SYNCHRONY BANK/AMAZON	161.91	Acct #6045781700168866
Campus Activities Board - SID	GENERAL ELECTRIC CAPITAL	116.99	Acct #6097652000475292
Phi Theta Kappa	FLOWERS ON BROADWAY	74.90	Plant & Dish Garden
Phi Theta Kappa	FLOWERS ON BROADWAY	(4.90)	Tax Exempt
Phi Theta Kappa	HOBBY LOBBY STORES	39.42	Acct #9309997
Phi Theta Kappa - Sidney	HOUSE FLOWERS	110.00	Bouquets, White Roses
Volleyball Booster Club	SCOTTSBLUFF SCREENPRINTING EMBROIDERY,	1,911.50	T Shirts
	Expense - Agency Total	6,035.76	
Agency Fund Total		6,035.76	
A-Pod/B-Pod Renovation	BAKER ASSOCIATES,	22,300.00	Classroom Remodel
	Engineering Total	22,300.00	
Plant Fund Total		22,300.00	
Institutional Liability	NEBRASKA DEPT OF REVENUE	713.90	Apr sales tax payable
	Sales Tax Payable Total	713.90	
Aviation Testing		225.00	Ovrpmnt Aviation Exam
	Test Fees Total	225.00	
Food Service	SYNCHRONY BANK/AMAZON	58.34	Acct #6045781700168866
Food Service	PEPSI COLA WESTERN NEBRASKA	166.44	Acct #51939
Food Service	PEPSI COLA WESTERN NEBRASKA	(103.73)	Credit Memo
Food Service	PEPSI COLA WESTERN NEBRASKA	(103.38)	Credit Memo
Food Service	SHAMROCK FOODS	333.43	Food for Resale
Food Service	SHAMROCK FOODS	431.90	Food for Resale
Food Service	SHAMROCK FOODS	427.52	Food for Resale
Food Service	SYSCO DENVER, SUPPLIES ON FLY	23.46	Food for Resale
Food Service	SYSCO DENVER, SUPPLIES ON FLY	1,008.29	Food for Resale
Food Service	SYSCO DENVER, SUPPLIES ON FLY	1,076.04	Food for Resale
Food Service	SYSCO DENVER, SUPPLIES ON FLY	1,328.56	Food for Resale
Food Service	SYSCO DENVER, SUPPLIES ON FLY	(99.87)	Credit Memo
Food Service	SYSCO DENVER, SUPPLIES ON FLY	(53.57)	Credit Memo
Food Service	SYSCO DENVER, SUPPLIES ON FLY	(13.34)	Credit Memo
Food Service	SYSCO DENVER, SUPPLIES ON FLY	(46.33)	Credit Memo
Food Service	SYSCO DENVER, SUPPLIES ON FLY	(56.73)	Credit Memo
Food Service	SYSCO DENVER, SUPPLIES ON FLY	(44.33)	Credit Memo
Food Service	HILAND DAIRY FOODS COMPANY, LLC	44.44	Food for Resale
Food Service	AHLERS BAKING	38.97	Food for Resale
Food Service	BIMBO BAKERIES USA, EARTHGRAINS	16.05	Food for resale
Food Service	PEPSI COLA WESTERN NEBRASKA	307.23	Acct #51939

Cost Center Description	Vendor	Amount	Description
Food Service	PEPSI COLA WESTERN NEBRASKA	276.06	Acct #51939
Food Service	PEPSI COLA WESTERN NEBRASKA	35.68	Acct #51939
Food Service	PEPSI COLA WESTERN NEBRASKA	(160.00)	Acct #51939
Food Service	PEPSI COLA WESTERN NEBRASKA	96.00	Acct #51939
Food Service	HILAND DAIRY FOODS COMPANY, LLC	44.44	Food for Resale
Food Service	HILAND DAIRY FOODS COMPANY, LLC	45.58	Food for Resale
Food Service	MOUNTAIN VISION PIZZA	140.49	Food Service 04-06-2021
Food Service	MOUNTAIN VISION PIZZA	90.29	Food Service 05-03-2021
Food Service	PEPSI COLA WESTERN NEBRASKA	23.80	Acct #51939
Food Service	PEPSI COLA WESTERN NEBRASKA	217.34	Acct #51939
Food Service	SHAMROCK FOODS	424.66	Food for Resale
Food Service	SYSCO DENVER, SUPPLIES ON FLY	487.79	Food for Resale
Food Service	SYSCO DENVER, SUPPLIES ON FLY	1,744.69	Food for Resale
Food Service	PANHANDLE COOPERATIVE ASSOCIATION ATTN:	185.54	Acct #83256
Food Service	PEPSI COLA WESTERN NEBRASKA	148.29	Acct #51939
Food Service	SHAMROCK FOODS	79.10	Food for Resale
Food Service	SHAMROCK FOODS	40.50	Food for Resale
Food Service	SHAMROCK FOODS	180.16	Food for Resale
Food Service	SYSCO DENVER, SUPPLIES ON FLY	626.19	Food for Resale
Food Service	SYSCO DENVER, SUPPLIES ON FLY	539.37	Food for Resale
Food Service	SYSCO DENVER, SUPPLIES ON FLY	579.81	Food for Resale
Food Service	SYSCO DENVER, SUPPLIES ON FLY	502.72	Food for Resale
Food Service	HILAND DAIRY FOODS COMPANY, LLC	45.58	Food for Resale
Food Service	HILAND DAIRY FOODS COMPANY, LLC	25.40	Food for Resale
Food Service	SYSCO DENVER, SUPPLIES ON FLY	957.76	Food for Resale
Food Service	SYSCO DENVER, SUPPLIES ON FLY	465.88	Food for Resale
Food Service	SYSCO DENVER, SUPPLIES ON FLY	482.70	Food for Resale
Food Service	PEPSI COLA WESTERN NEBRASKA	23.80	Acct #51939
Food Service	MOUNTAIN VISION PIZZA	167.89	Food Service 05-18-2021

Food for Resale Total	13,256.90
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Food Service	IDEAL LINEN, BLUFFS FACILITY IDEAL LINEN	45.17	Acct #271500
Food Service	SHAMROCK FOODS	53.87	Food for Resale
Food Service	SYSCO DENVER, SUPPLIES ON FLY	80.63	Food for Resale
Food Service	SYSCO DENVER, SUPPLIES ON FLY	38.61	Food for Resale
Food Service	SYSCO DENVER, SUPPLIES ON FLY	360.05	Food for Resale
Food Service	SYSCO DENVER, SUPPLIES ON FLY	(141.56)	Credit Memo
Food Service	STAPLES CREDIT PLAN	38.56	Acct #6035517820663895
Food Service	IDEAL LINEN, BLUFFS FACILITY IDEAL LINEN	45.17	Acct #271500
Food Service	IDEAL LINEN, BLUFFS FACILITY IDEAL LINEN	96.94	Acct #251930
Food Service	MONEY WISE OFFICE SUPPLY	78.50	Supplies
Food Service	SYSCO DENVER, SUPPLIES ON FLY	44.40	Food for Resale
Food Service	SYSCO DENVER, SUPPLIES ON FLY	321.79	Food for Resale
Food Service	IDEAL LINEN, BLUFFS FACILITY IDEAL LINEN	59.26	Acct #251930
Food Service	IDEAL LINEN, BLUFFS FACILITY IDEAL LINEN	45.17	Acct #271500
Food Service	IDEAL LINEN, BLUFFS FACILITY IDEAL LINEN	65.90	Acct #251930
Food Service	SHAMROCK FOODS	90.10	Food for Resale
Food Service	SYSCO DENVER, SUPPLIES ON FLY	92.85	Food for Resale
Food Service	SYSCO DENVER, SUPPLIES ON FLY	328.47	Food for Resale
Food Service	IDEAL LINEN, BLUFFS FACILITY IDEAL LINEN	96.94	Acct #251930

Non-consumable Supplies Total	1,840.82
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Bookstore	CENGAGE LEARNING, ED2GO, EDUCATION TO GC	8,261.42	Acct #4264395
Bookstore	CENGAGE LEARNING, ED2GO, EDUCATION TO GC	(1,098.00)	Credit Memo
Bookstore	CENGAGE LEARNING, ED2GO, EDUCATION TO GC	(1,614.30)	Credit Memo
Bookstore	CENGAGE LEARNING, ED2GO, EDUCATION TO GC	(351.00)	Credit Memo
Bookstore	CENGAGE LEARNING, ED2GO, EDUCATION TO GC	(1,479.00)	Credit Memo
Bookstore	DRAMATISTS PLAY SERVICE, INC.	132.65	Acct #00024969
Bookstore	SCIENCE INTERACTIVE GROUP LLC	5,134.80	Acct #C3001076
Bookstore	GDS ASSOCIATES	352.00	Textbooks
Bookstore	MBS TEXTBOOK EXCHANGE	80.84	Acct #735016
Bookstore	NEBRASKA HEALTH CARE ASSOCIATION	2,483.41	Textbooks
Bookstore	MERCHANT JOB TRAINING SAFETY, INC.	14,850.00	Student Books
Bookstore	OXFORD UNIVERSITY PRESS	1,043.40	Text Books

Cost Center Description	Vendor	Amount	Description
Bookstore	REDSHELF, INC. , VIRDOCS	415.37	March Billing
Bookstore	REDSHELF, INC. , VIRDOCS	35.99	April Billing
Bookstore	MBS TEXTBOOK EXCHANGE	326.00	Text Books
Bookstore	MCGRAW HILL GLOBAL EDUCATION HOLDINGS LI	2,138.40	Acct #333819
Text Books Total		30,711.98	
Bookstore	HPI INTERNATIONAL	1,823.01	Laptops
Bookstore	PRECISION PRINTING SUPPLY CO. ,	353.00	Lanyards
Central Store Supplies Total		2,176.01	
Bookstore	SYNCHRONY BANK/AMAZON	537.80	Acct #6045781700168866
Bookstore	CASH WA DISTRIBUTING	468.22	Acct #806099
Bookstore	PEPSI COLA WESTERN NEBRASKA	852.75	Acct #51943
Bookstore	PEPSI COLA WESTERN NEBRASKA	262.80	Acct #53553
Bookstore	CARMEN'S BURRITOS SONS	72.75	Food for Resale
Bookstore	CARMEN'S BURRITOS SONS	72.75	Food for Resale
Bookstore	CARMEN'S BURRITOS SONS	72.75	Food for Resale
Bookstore	CARMEN'S BURRITOS SONS	72.75	Food for Resale
Bookstore	CARMEN'S BURRITOS SONS	77.50	Food for Resale
Bookstore	GENERAL ELECTRIC CAPITAL	281.69	Acct #6097652000475292
Bookstore	CARMEN'S BURRITOS SONS	77.50	Food for Resale
Bookstore	CARMEN'S BURRITOS SONS	77.50	Food for Resale
Bookstore	CARMEN'S BURRITOS SONS	77.50	Food for Resale
Bookstore	CARMEN'S BURRITOS SONS	77.50	Food for Resale
Bookstore	CARMEN'S BURRITOS SONS	77.50	Food for Resale
Bookstore	PEPSI COLA WESTERN NEBRASKA	237.29	Acct #51943
Bookstore	PANHANDLE COOPERATIVE ASSOCIATION ATTN:	114.93	Acct #83256
Bookstore	CASH WA DISTRIBUTING	637.95	Acct #806099
Bookstore	CARMEN'S BURRITOS SONS	56.25	Food for Resale
Bookstore	CARMEN'S BURRITOS SONS	41.00	Food for Resale
Bookstore	CARMEN'S BURRITOS SONS	41.00	Food for Resale
Bookstore	CARMEN'S BURRITOS SONS	41.00	Food for Resale
Bookstore	CARMEN'S BURRITOS SONS	41.00	Food for Resale
Bookstore	PEPSI COLA WESTERN NEBRASKA	211.00	Acct #51943
Bookstore	CARMEN'S BURRITOS SONS	41.00	Food for Resale
Bookstore	CARMEN'S BURRITOS SONS	41.00	Food for Resale
Bookstore	CARMEN'S BURRITOS SONS	41.00	Food for Resale
Bookstore	CARMEN'S BURRITOS SONS	41.00	Food for Resale
Bookstore	CARMEN'S BURRITOS SONS	41.00	Food for Resale
Candy Total		4,785.68	
Bookstore	UNITED PARCEL SERVICE	88.22	Shipper #A365Y9
Bookstore	PARTNERSHIP, LLC	598.18	Acct #112850
Bookstore	UNITED PARCEL SERVICE	211.01	Shipper #A365Y9
Postage Total		897.41	
Residence Hall	ALLO COMMUNICATIONS LLC	6,743.50	Acct #4598
Sidney Housing	CHARTER COMMUNICATIONS HOLDINGS LLC	105.12	Acct #8356150710015138
Sidney Housing	CHARTER COMMUNICATIONS HOLDINGS LLC	129.30	Acct #8356150710068988
Sidney Housing	CHARTER COMMUNICATIONS HOLDINGS LLC	127.39	Acct #8356150710068996
Cable TV Total		7,105.31	
Bookstore	NATIONAL ASSOCIATION COLLEGE STORES, NAC	225.00	Member #11954/Riddick
Memberships, Dues & Subs Total		225.00	
Residence Hall	DOOR CLOSER SERVICE LLC	110.00	Cam Lock Installation
Residence Hall	MARTINDALE KENTON	120.00	Ceiling Repair
Residence Hall	DOOR CLOSER SERVICE LLC	108.00	Cam Lock Installation
Residence Hall	DOOR CLOSER SERVICE LLC	150.00	LCN Closer Rebuilt
Residence Hall	SNELL SERVICES	320.00	Pump Repair

Cost Center Description	Vendor	Amount	Description
Residence Hall	SNELL SERVICES	980.00	Install Transfer Grilles
Sidney Housing	GENERAL ELECTRIC CAPITAL	13.70	Acct #6097652000475292
Sidney Housing	SIDNEY SOFT WATER, CULLIGAN	149.80	Acct #1035631
Sidney Housing	KEVINS CUSTOM ELECTRIC	75.00	Restore Power
Food Service	ITW FOOD EQUIPMENT GROUP LLC, HOBART SEF	93.30	Parts
Food Service	BENZEL'S PEST CONTROL	84.09	Pest Control
Bldg Maintenance - General Total		2,203.89	
Adult Education - LB 366	JAMA BOLEK DBA COPY SHOPPE	59.99	Toner
Bookstore	SYNCHRONY BANK/AMAZON	15.47	Acct #6045781700168866
Office Materials Total		75.46	
Residence Hall	FBG SERVICE FBG SERVICE	2,989.00	April Monthly Cleaning
Residence Hall	FBG SERVICE FBG SERVICE	3,837.00	April Monthly Cleaning
Food Service	FAIRFIELD INN SUITES SCOTTSBLUFF	297.00	Teresa Henderson
Insurance Claims	SIDNEY, CITY	42.07	Sidney student/utilities
Insurance Claims	WAMSLEY CONSTRUCTION LLC	90.00	Storage Container
Insurance Claims	ABBOTT PAULA J	700.00	Sidney student/May-June Rent
Insurance Claims	TWIN CITY ROOFING SHEET METAL	72,327.37	Reroof Project 2021
Insurance Claims	BAKER ASSOCIATES,	5,668.57	Roof Replacement
Insurance Claims	DKJR ROOFING, LLC	411,764.63	HVAC & Roof Replacement
Insurance Claims	LARAMIE HOTEL	1,068.00	
Insurance Claims	LARAMIE HOTEL	1,068.00	
Insurance Claims	LARAMIE HOTEL	623.00	
Insurance Claims	LARAMIE HOTEL	534.00	
Outside Services Total		501,008.64	
Auxiliary Fund Total		565,226.00	
May Expenses		2,949,309.12	

**WESTERN NEBRASKA COMMUNITY COLLEGE
BOARD MEMBER MILEAGE AND/OR EXPENSE REIMBURSEMENT
May 2021**

Cost Center Description	Vendor	Amount	Description
Area	CROUSE MARGARET	111.10	Mileage BOG 05-19-2021
Area	CROUSE MARGARET	756.75	Reimburse NCCA 05-02-2021
	CROUSE MARGARET Total	867.85	
Area	KLEMKE LYNNE	87.36	Graduation 05-08-2021
Area	KLEMKE LYNNE	87.36	Mileage BOG 05-11-2021
Area	KLEMKE LYNNE	87.36	Mileage BOG 05-19-2021
	KLEMKE LYNNE Total	262.08	
Area	KREMAN ALLAN	21.84	Mileage BOG 05-19-2021
	KREMAN ALLAN Total	21.84	
Area	SAVELY RAYMOND J	100.69	Graduation 05-08-2021
Area	SAVELY RAYMOND J	100.69	Mileage BOG 05-19-2021
	SAVELY RAYMOND J Total	201.38	
Area	STICKNEY RICHARD GRANT	59.92	Mileage BOG 05-19-2021
	STICKNEY RICHARD GRANT Total	59.92	
Marketing & Public Relations	SCOTTSBLUFF GERING UNITED CHAMBER COMM	750.00	Community Directory Ad
Bus & Comm Education - Scb	SCOTTSBLUFF GERING UNITED CHAMBER COMM	225.00	Insert iin Newsletter
	SCOTTSBLUFF GERING UNITED CHAMBER COMM	975.00	
	Total Board Expenses	2,388.07	

**WESTERN NEBRASKA COMMUNITY COLLEGE
BOARD MEMBER MILEAGE AND/OR EXPENSE REIMBURSEMENT
May 2021**

Cost Center Description	Vendor	Amount	Description
Area	CROUSE MARGARET	111.10	Mileage BOG 05-19-2021
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Area	KLEMKE LYNNE	87.36	Mileage BOG 05-19-2021
	KLEMKE LYNNE Total	262.08	
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Bus & Comm Education - Scb	SCOTTSBLUFF GERING UNITED CHAMBER COMM	225.00	Insert iin Newsletter
	SCOTTSBLUFF GERING UNITED CHAMBER COMM	975.00	
	Total Board Expenses	2,388.07	



**Western Nebraska
Community College**

Scottsbluff Campus

1601 E. 27th Street
Scottsbluff, NE 69361
p 308.635.3606
p 800.348.4435
f 308.635.6100

Sidney Campus

371 College Drive
Sidney, NE 69162
p 308.254.5450
p 800.222.9682
f 308.254.7444

Alliance Campus

1750 Sweetwater Avenue
Alliance, NE 69301
p 308.763.2000
p 888.559.9622
f 308.763.2012

wncc.edu

June 3, 2021

Mr. Jon H. Leever
Applied Tech Division

Dear Mr. Leever:

I have accepted your resignation of employment as Aviation Technology Instructor in our Applied Tech Division effective August 31, 2021. I will recommend its approval at the June 2021 meeting of the Board of Governors for the Western Community College Area.

I wish you the best of luck in all your future endeavors.

Sincerely,

Carmen M. Simone, Ph.D.
College President

c: WCCA Board Secretary, Scottsbluff Campus
WNCC Human Resources Office, Scottsbluff Campus



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p 888.559.9622

f 308.763.2012

wncc.edu

June 9, 2021

Ms. Brooke Samuelson
Public Relations & Marketing Department

Dear Ms. Samuelson:

I have accepted your resignation of employment as Graphic Artist in our Public Relations & Marketing Department effective August 2, 2021. I will recommend its approval at the June 2021 meeting of the Board of Governors for the Western Community College Area.

I wish you the best of luck in all your future endeavors.

Sincerely,

Carmen M. Simone, Ph.D.
College President

c: WCCA Board Secretary, Scottsbluff Campus
WNCC Human Resources Office, Scottsbluff Campus



**Western Nebraska
Community College**

2021 - 2022

General Operating Budget Update

Wednesday, June 16, 2021

Presented by:

Lynne Koski

**WESTERN NEBRASKA COMMUNITY COLLEGE
GENERAL OPERATING FUND REVENUE PROJECTION 2021-22**

	2020-21 Budget	2021-22 Proposed Revenue	2021-22 Dollar Change	2021-22 Percent Change
Tuition				
Credit Resident				
(20,018 Cr Hrs @ \$106.50 per Cr Hr)	\$2,131,874			
(19,647 Cr Hrs @ \$106.50 per Cr Hr)		\$2,092,406	-\$39,468	-1.85%
(5,300 Dual Cr Hrs @ \$54.50 per Cr Hr)	\$288,850			
(6,108 Dual Cr Hrs @ \$53.25 per Cr Hr)		\$325,251	\$36,401	12.60%
Credit Non Resident				
(3,537 Cr Hrs @ \$107.50 per Cr Hr)	380,269			
(4,455 Cr Hrs @ \$107.50 per Cr Hr)	478,885			
(2,354 Cr Hrs @ \$109.50 per Cr Hr)		257,763	-26,791	-3.12%
(5,200 Cr Hrs @ \$110.50 per Cr Hr)		574,600		
Credit Tuition Contingency	200,000	200,000	0	0.00%
Non Credit				
(140,000 Con Hrs @ \$1.70 per Con Hr)	238,000			
(140,000 Con Hrs @ \$1.70 per Con Hr)		238,000	0	0.00%
Subtotal Tuition	\$3,717,878	\$3,688,020	-\$29,858	-0.80%
Less: Refunds/Allow for Uncollectible	250,000	249,993	-7	0.00%
Less: Tuition Waivers	845,000	837,655	-7,345	-0.87%
Net Tuition	\$2,622,878	\$2,600,372	-\$22,506	-0.86%
Fees				
Nursing	42,500	53,760	11,260	26.49%
HIMS	4,000	5,600	1,600	40.00%
Consumable	66,000	67,500	1,500	2.27%
Surgical Tech	4,000	3,000	-1,000	-25.00%
Applied Music	4,500	4,500	0	0.00%
Business & Industry	5,800	6,000	200	3.45%
Assessment	60	0	-60	-100.00%
Paramedic	0	3,000	3,000	#DIV/0!
International Student Fee	18,500	15,000	-3,500	-18.92%
Damages and fines	6,800	6,800	0	0.00%
BNA Testing Fees	2,500	1,000	-1,500	-60.00%
Transcript Fees	5,000	200	-4,800	-96.00%
Testing Fee	8,720	4,700	-4,020	-46.10%
Net Fees	\$168,380	\$171,060	\$2,680	1.59%
Total Tuition and Fees	\$2,791,258	\$2,771,432	-\$19,826	-0.71%

WESTERN NEBRASKA COMMUNITY COLLEGE
GENERAL OPERATING FUND REVENUE PROJECTION 2021-2022 (con't)

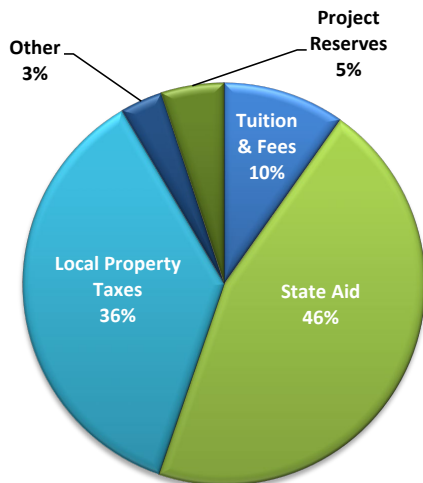
	2020-21 Budget	2021-22 Proposed Revenue	2021-22 Dollar Change	2021-22 Percent Change
State Appropriations				
85-2234 Base Appropriation	\$12,881,490	\$13,026,889	\$145,399	1.13%
LB 1008 Dual Credit 2020	\$66,649	\$64,093	-\$2,556	-3.84%
Vehicle Pro-rate tax	\$25,000	\$25,000	\$0	0.00%
Total State Appropriations	\$12,973,139	\$13,115,982	\$142,843	1.10%
Other Income				
Interest Income	200,000	150,000	-50,000	-25.00%
Indirect Cost Recovery	0	42,000	42,000	#DIV/0!
Miscellaneous	158,300	162,488	4,188	2.65%
Transfers	\$75,000	\$75,000	\$0	0.00%
Contingency	550,000	550,000	0	0.00%
Project Reserves	1,434,831	904,500	-530,331	-36.96%
Total Other Income	\$2,418,131	\$1,883,988	-\$534,143	-22.09%
Property Taxes				
Levy	\$0.0804052	\$0.0804052	\$0.0000000	0.00%
Valuation	12,995,565,885	13,243,941,490		0.00%
Gross Taxes From Levy	\$10,449,111	\$10,648,818	\$199,707	1.91%
Less Collection Fees	104,491	106,488	1,997	1.91%
Net Taxes	\$10,344,620	\$10,542,329	\$197,710	1.91%
Local - Other - In Lieu of Tax	3,030	3,030	\$0	0.00%
Nameplate Capacity - Wind Energy	2,860	2,860	0	0.00%
Total Local Taxes	\$10,350,510	\$10,548,219	\$197,710	1.91%
Total Revenue	\$28,533,038	\$28,319,621	-\$213,416	-0.75%

**WESTERN NEBRASKA COMMUNITY COLLEGE
GENERAL OPERATING FUND REVENUE BUDGET
2021-22**

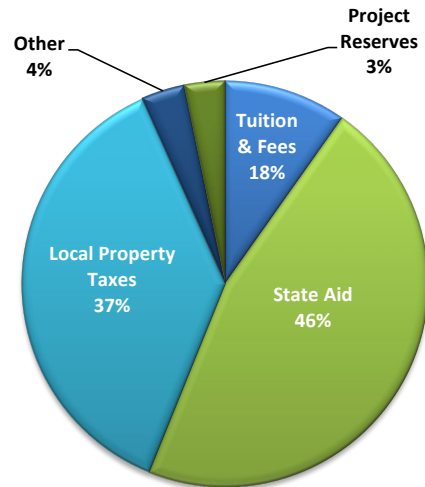
June 16, 2021

Summary by Source	2020-21 Budget	Percent of Total	2021-22 Estimated	Percent of Total	Dollar Change	Percent Change
Tuition & Fees	\$2,791,258	9.78%	\$2,771,432	9.79%	-\$19,826	-0.71%
State Aid	\$12,973,139	45.47%	\$13,115,982	46.31%	\$142,843	1.10%
Local Property Taxes	\$10,350,510	36.28%	\$10,548,219	37.25%	\$197,710	1.91%
Other	\$983,300	3.45%	\$979,488	3.46%	-\$3,812	-0.39%
Project Reserves	\$1,434,831	5.03%	\$904,500	3.19%	-\$530,331	-36.96%
Total by Source	<u>\$28,533,038</u>	<u>100.00%</u>	<u>\$28,319,621</u>	<u>100.00%</u>	<u>-\$213,416</u>	<u>-0.75%</u>

2020-21 Budget



2021-22 Estimated

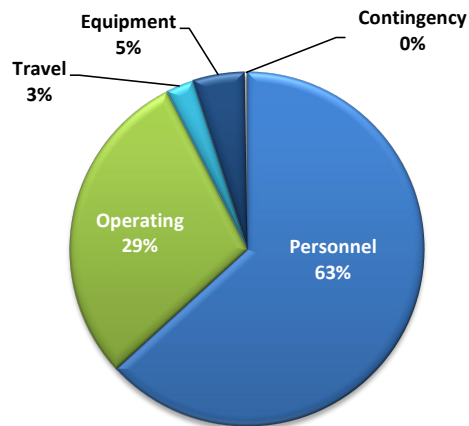


**WESTERN NEBRASKA COMMUNITY COLLEGE
GENERAL OPERATING FUND EXPENDITURE BUDGET
2021-22**

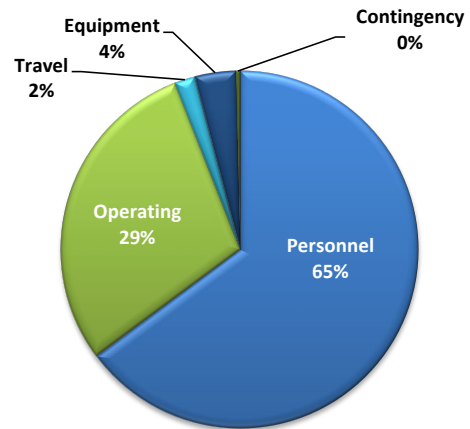
June 16, 2021

Summary by Object	2020-21 Budget	Percent of Total	2021-22 Estimated	Percent of Total	Dollar Change	Percent Change
Personnel	\$18,040,814	63.23%	\$18,873,338	64.81%	\$832,524	4.61%
Operating	\$8,352,111	29.27%	\$8,525,687	29.28%	\$173,576	2.08%
Travel	\$727,104	2.55%	\$537,128	1.84%	-\$189,976	-26.13%
Equipment	\$1,341,509	4.70%	\$1,076,299	3.70%	-\$265,210	-19.77%
Contingency	\$71,500	0.25%	\$106,500	0.37%	\$35,000	48.95%
Total by Object	<u>\$28,533,038</u>	<u>100.00%</u>	<u>\$29,118,952</u>	<u>100.00%</u>	<u>\$585,914</u>	<u>2.05%</u>

2020-21 Budget



2021-22 Estimated



**WESTERN NEBRASKA COMMUNITY COLLEGE
UNRESTRICTED FUND BUDGET
FY 2021- 2022**

	2020 - 2021 Budget	2021 - 2022 Budget	Increase (Decrease)	% Change
Revenues:				
Tuition & fees	3,392,458	3,365,087	-27,371	-0.81%
Remissions	-845,000	-837,655	7,345	-0.87%
Business & Industry	243,800	244,000	200	0.08%
State Aid	12,973,139	13,115,982	142,843	1.10%
Property tax	10,350,510	10,548,219	197,710	1.91%
Interest	200,000	150,000	-50,000	-25.00%
Miscellaneous	158,300	204,488	46,188	29.18%
Transfers	75,000	75,000	0	0.00%
Contingency	550,000	550,000	0	0.00%
Project Reserves	1,434,831	904,500	-530,331	-36.96%
	<u>28,533,038</u>	<u>28,319,621</u>	<u>-213,416</u>	<u>-0.75%</u>
Expenses by Major Object:				
Personnel				
Wages	11,977,492	12,495,574	518,082	4.33%
Retirement	979,775	1,025,932	46,157	4.71%
FICA	1,004,478	1,044,111	39,633	3.95%
Insurance	3,909,682	4,138,058	228,376	5.84%
Unemployment	9,387	9,663	276	2.94%
Tuition assistance	35,000	35,000	0	0.00%
Supplemental Retirement Account	125,000	125,000	0	0.00%
	<u>18,040,814</u>	<u>18,873,338</u>	<u>832,524</u>	<u>4.61%</u>
Operating	8,352,111	8,525,687	173,576	2.08%
Travel	727,104	537,128	-189,976	-26.13%
Equipment	1,341,509	1,076,299	-265,210	-19.77%
Contingency	71,500	106,500	35,000	48.95%
	<u>10,492,224</u>	<u>10,245,614</u>	<u>-246,610</u>	<u>-2.35%</u>
	<u>28,533,038</u>	<u>29,118,952</u>	<u>585,914</u>	<u>2.05%</u>
Surplus / (deficit)	<u>\$0</u>	<u>-\$799,330</u>	<u>-\$799,330</u>	

WESTERN NEBRASKA COMMUNITY COLLEGE
GENERAL FUND BUDGET - STATEMENT OF CHANGES
2021-22
June 16, 2021

Sources of New Revenue:

Tuition and Fees	(19,825)
State Aid	142,843
Local Property Taxes	197,709
Other Income	(3,812)
Project Reserves	(530,331)
Total Increase/(Decrease) in Revenue	<u>(213,416)</u>

Expenditure changes:

Increases:

New or expanded positions (personnel costs & other):	
Salary & Benefit Settlements	551,797
Continuation increases-insurance/equip/other operating	1,084,990
Kiewit positions	160,000
New - eSports Coach PT	48,500
New - Diesel position	86,328
New - Diesel operating expenses	131,210
New - Positions requests	555,784
Software	236,945
Total expenditure increases	<u>2,855,554</u>

Decreases:

2020-21 one time expenses (project reserves)	(1,064,831)
Savings from personnel retirements/changes/eliminations	(14,101)
Unfunded - Continuation increases-insurance/equip/other operati	(634,924)
Unfunded - New positions requests	(555,784)
	<u>(2,269,640)</u>
Total net expenditure increases/(decreases)	<u><u>585,914</u></u>

Total (short)/over revenue (799,330)

WESTERN NEBRASKA COMMUNITY COLLEGE

**Valuation Adjusted by 2021 County Assessors Abstracts of Assessment of Real Property
as Reported by Property Assessment Division, Nebraska Department of Revenue April 2021***

**Nebraska Department of Revenue
Property Assessment**

County	2020-21 Valuations	Proxy Estimates		
		2021-22 Valuations	% Change	\$ Change
Banner	277,914,912	268,604,762	-3.35%	-9,310,150
Box Butte	1,456,157,935	1,498,677,747	2.92%	42,519,812
Cherry	854,764,659	859,465,865	0.55%	4,701,206
Cheyenne	1,367,785,434	1,393,499,800	1.88%	25,714,366
Dawes	962,493,069	971,059,257	0.89%	8,566,188
Deuel	407,568,801	391,306,806	-3.99%	-16,261,995
Garden	762,978,860	773,202,777	1.34%	10,223,917
Grant	299,444,301	318,908,181	6.50%	19,463,880
Kimball	699,340,333	697,102,444	-0.32%	-2,237,889
Morrill	1,100,509,874	1,108,103,392	0.69%	7,593,518
Scotts Bluff	3,058,347,932	3,171,506,805	3.70%	113,158,873
Sheridan	1,088,033,335	1,131,881,078	4.03%	43,847,743
Sioux	660,226,440	660,622,576	0.06%	396,136
Total	12,995,565,885	13,243,941,490	1.91%	248,375,605

* Before adjustments or appeals; excludes Centrally Assessed Properties

Nebraska Department of Revenue, Property Assessment Division
2020 to 2021 Real Property Value Percentage Change by County as of 3-30-2021

County	Residential & Recreational & AgResid % change	Resid & Rec & AgResid % change excl. growth	Commercial & Industrial % change	Commercial & Industrial % change excl. growth	AgOutbldg & FarmsiteLand % change	AgOutbldg & FarmsiteLand % change excl. growth	Total Agricultural Land % change	Total Real Property % change	Total Real Property % change excl. growth
1 Adams	4.54%	3.10%	3.36%	-2.12%	6.77%	4.10%	-3.86%	0.94%	-0.54%
2 Antelope	6.31%	4.62%	10.42%	0.50%	10.41%	-4.37%	0.07%	1.71%	0.46%
3 Arthur	1.12%	0.73%	0.15%	-4.30%	138.84%	0.68%	5.04%	4.67%	4.60%
4 Banner	0.93%	0.82%	1.55%	0.00%	1.28%	1.98%	-2.79%	-3.35%	-3.38%
5 Blaine	2.76%	-0.89%	-0.66%	-0.66%	-1.71%	0.73%	3.06%	2.96%	2.78%
6 Boone	4.52%	3.39%	1.62%	0.93%	2.37%	-0.08%	-2.27%	-0.98%	-1.26%
7 Box Butte	5.21%	4.71%	5.34%	3.30%	6.08%	12.65%	0.08%	2.92%	2.47%
8 Boyd	3.66%	1.13%	0.09%	-2.61%	1.91%	9.17%	-0.34%	0.53%	-0.01%
9 Brown	33.40%	32.13%	7.02%	4.19%	3.09%	4.24%	6.24%	11.25%	10.54%
10 Buffalo	2.08%	0.81%	-0.37%	-1.49%	5.26%	-6.21%	-5.69%	-0.65%	-1.60%
11 Burt	6.59%	5.32%	8.07%	7.14%	7.49%	0.59%	-2.17%	-0.08%	-0.40%
12 Butler	0.51%	-1.19%	3.28%	1.53%	46.90%	24.26%	-2.42%	0.13%	-1.03%
13 Cass	13.07%	11.41%	30.24%	27.85%	2.36%	161.36%	0.03%	11.90%	10.59%
14 Cedar	1.87%	0.71%	1.28%	-0.49%	1.07%	-2.85%	0.28%	0.76%	0.24%
15 Chase	0.40%	-0.64%	2.26%	-0.08%	2.03%	2.79%	1.54%	1.35%	1.02%
16 Cherry	2.93%	2.08%	3.96%	1.34%	1.66%	-4.04%	0.01%	0.55%	0.27%
17 Cheyenne	7.38%	6.33%	-3.77%	-4.17%	-3.50%	9.16%	-0.41%	1.88%	1.43%
18 Clay	-1.09%	-2.05%	2.62%	0.92%	9.27%	17.32%	-0.45%	0.15%	-0.16%
19 Colfax	5.83%	5.07%	-0.38%	-0.91%	26.81%	-4.93%	-1.27%	0.58%	0.11%
20 Cuming	11.41%	10.21%	1.42%	0.64%	19.42%	-6.51%	-1.65%	0.63%	0.29%
21 Custer	5.04%	3.76%	-0.41%	-0.52%	5.49%	1.20%	-2.74%	-1.26%	-1.46%
22 Dakota	8.34%	8.24%	5.44%	4.25%	-0.20%	74.49%	-0.04%	5.40%	5.08%
23 Dawes	3.94%	3.26%	0.29%	0.21%	2.51%	-7.77%	-1.66%	0.89%	0.45%
24 Dawson	2.49%	2.05%	2.83%	2.38%	1.32%	0.91%	-2.09%	0.17%	-0.16%
25 Deuel	6.05%	4.80%	16.46%	0.33%	12.43%	-0.33%	-10.39%	-3.99%	-5.73%
26 Dixon	8.23%	7.74%	0.21%	0.17%	0.23%	0.63%	0.44%	1.77%	1.62%
27 Dodge	7.95%	6.95%	10.07%	6.95%	7.65%	1.07%	-1.42%	4.65%	3.65%
28 Douglas	7.20%	5.84%	3.11%	2.23%	208.22%	-6.52%	-2.37%	5.91%	4.70%
29 Dundy	19.82%	19.06%	-0.30%	-0.36%	2.57%	59.84%	0.41%	2.05%	1.95%
30 Fillmore	2.08%	1.12%	6.39%	0.40%	-0.26%	-1.67%	0.05%	0.65%	0.15%
31 Franklin	1.76%	1.35%	2.47%	2.18%	1.57%	0.10%	-0.13%	0.08%	-0.06%
32 Frontier	6.40%	5.69%	2.80%	0.22%	14.80%	-0.21%	-0.06%	0.95%	0.73%
33 Furnas	14.10%	13.62%	13.19%	10.95%	-0.16%	2.63%	-2.66%	1.05%	0.79%
34 Gage	3.78%	2.33%	3.78%	1.19%	8.78%	8.36%	1.59%	2.71%	1.96%
35 Garden	2.41%	1.70%	0.57%	0.03%	5.51%	-3.75%	1.20%	1.34%	1.10%
36 Garfield	11.15%	9.92%	1.95%	-0.10%	6.79%	5.90%	-3.12%	0.67%	0.23%
37 Gosper	4.73%	3.39%	0.67%	0.11%	0.69%	8.01%	3.14%	3.53%	3.20%
38 Grant	3.87%	0.83%	0.44%	0.44%	-0.85%	-5.97%	6.96%	6.50%	6.13%
39 Greeley	4.58%	1.67%	4.20%	-0.41%	1.57%	-0.68%	-0.11%	0.44%	0.00%
40 Hall	6.10%	4.56%	9.33%	6.28%	60.31%	9.08%	-0.14%	5.57%	3.98%
41 Hamilton	4.43%	2.45%	2.79%	0.17%	3.19%	2.03%	0.01%	1.36%	0.64%
42 Harlan	6.11%	4.25%	2.50%	-0.22%	6.06%	16.33%	0.01%	1.49%	0.93%
43 Hayes	1.01%	-0.60%	2.11%	0.71%	1.93%	-0.22%	5.84%	5.13%	4.98%
44 Hitchcock	7.33%	6.98%	8.26%	7.86%	20.80%	-0.21%	0.02%	-0.31%	-0.46%
45 Holt	3.81%	2.67%	0.84%	0.28%	3.32%	-1.77%	-10.85%	-7.94%	-8.20%
46 Hooker	21.93%	14.81%	4.90%	0.35%	14.63%	-14.77%	-0.14%	2.04%	1.12%
47 Howard	5.00%	3.23%	17.93%	15.06%	1.90%	3.77%	-1.42%	1.17%	0.58%
48 Jefferson	3.99%	2.61%	3.11%	0.06%	0.67%	-0.54%	0.31%	1.36%	0.69%
49 Johnson	3.36%	1.76%	0.38%	-0.24%	11.94%	-18.21%	0.23%	0.28%	-0.12%
50 Kearney	5.82%	4.57%	7.72%	5.99%	-0.85%	-1.89%	-0.02%	1.76%	1.33%
51 Keith	4.87%	3.44%	8.68%	7.40%	17.34%	35.26%	-5.28%	1.48%	0.72%
52 Keya Paha	1.10%	-0.28%	0.00%	0.00%	6.08%	-0.05%	-0.01%	0.06%	-0.03%
53 Kimball	4.54%	3.99%	3.83%	-1.43%	1.13%	-7.77%	-0.04%	-0.32%	-1.44%

Nebraska Department of Revenue, Property Assessment Division
2020 to 2021 Real Property Value Percentage Change by County as of 3-30-2021

County	Residential & Recreational & AgResid % change	Resid & Rec & AgResid % change excl. growth	Commercial & Industrial % change	Commercial & Industrial % change excl. growth	AgOutbldg & FarmsiteLand % change	AgOutbldg & FarmsiteLand % change excl. growth	Total Agricultural Land % change	Total Real Property % change	Total Real Property % change excl. growth
54 Knox	4.04%	1.96%	-0.06%	-2.29%	18.86%	3.96%	-1.95%	-0.38%	-0.88%
55 Lancaster	12.37%	10.75%	10.48%	6.78%	-6.99%	-10.85%	-0.13%	11.22%	9.17%
56 Lincoln	1.70%	1.14%	0.52%	-1.57%	12.08%	20.35%	2.43%	2.10%	1.52%
57 Logan	-2.13%	-3.04%	-0.35%	-0.44%	0.64%	2.55%	9.35%	8.09%	7.98%
58 Loup	3.72%	1.65%	13.07%	12.42%	1.14%	-3.46%	0.00%	0.72%	0.31%
59 Madison	4.00%	2.79%	4.25%	0.88%	14.71%	0.53%	1.72%	3.28%	2.04%
60 McPherson	3.09%	-0.42%	0.10%	0.10%	0.08%	2.24%	8.77%	8.40%	8.23%
61 Merrick	7.42%	5.62%	2.46%	1.87%	17.57%	0.13%	-0.90%	1.92%	1.23%
62 Morrill	2.90%	1.87%	3.06%	0.36%	1.60%	0.50%	-0.09%	0.69%	0.28%
63 Nance	3.61%	2.07%	4.91%	1.83%	-3.92%	-0.82%	0.08%	0.94%	0.38%
64 Nemaha	1.80%	1.48%	-0.89%	-1.19%	17.32%	-2.22%	6.25%	4.71%	4.51%
65 Nuckolls	3.57%	1.45%	3.47%	1.59%	2.20%	-0.29%	1.62%	1.95%	1.54%
66 Otoe	6.75%	5.68%	2.51%	1.32%	11.71%	-0.58%	-0.29%	2.53%	2.05%
67 Pawnee	6.24%	5.17%	1.52%	0.08%	61.34%	0.70%	1.50%	2.04%	1.84%
68 Perkins	9.81%	8.75%	4.33%	-0.09%	8.67%	0.04%	-3.97%	-1.49%	-2.00%
69 Phelps	1.74%	1.39%	1.99%	0.75%	1.99%	0.20%	-2.07%	-0.91%	-1.10%
70 Pierce	6.31%	5.49%	-0.83%	-7.58%	15.71%	3.61%	1.12%	2.35%	1.73%
71 Platte	10.04%	8.14%	4.28%	0.09%	-0.63%	5.01%	-0.59%	4.90%	3.14%
72 Polk	1.20%	1.11%	23.32%	23.32%	-0.56%	7.77%	-0.69%	0.36%	0.33%
73 Red Willow	5.27%	3.90%	1.34%	1.13%	8.59%	4.44%	-0.24%	1.84%	1.27%
74 Richardson	6.07%	5.41%	0.71%	0.29%	0.33%	0.09%	1.68%	2.38%	2.15%
75 Rock	5.38%	4.88%	2.64%	1.81%	1.17%	6.68%	-0.01%	0.62%	0.56%
76 Saline	7.11%	5.91%	7.36%	0.13%	1.65%	0.95%	-0.84%	2.01%	1.11%
77 Sarpy	7.60%	5.01%	8.27%	3.00%	1.44%	-1.82%	1.85%	7.63%	4.42%
78 Saunders	8.26%	4.63%	21.86%	20.27%	5.68%	20.98%	-2.15%	4.03%	2.26%
79 ScottsBluff	5.74%	5.26%	1.52%	-0.32%	4.70%	-0.05%	-0.06%	3.70%	3.00%
80 Seward	5.11%	3.19%	5.59%	2.30%	15.68%	7.73%	-2.84%	1.13%	-0.03%
81 Sheridan	9.07%	8.96%	4.70%	4.32%	-2.04%	3.90%	2.86%	4.03%	3.97%
82 Sherman	6.14%	4.72%	9.64%	7.58%	0.48%	0.27%	0.03%	1.42%	1.02%
83 Sioux	0.37%	0.15%	0.00%	0.00%	2.42%	-1.00%	0.00%	0.06%	-0.01%
84 Stanton	4.20%	3.06%	3.36%	-1.69%	15.23%	-11.42%	2.90%	2.82%	2.13%
85 Thayer	11.26%	10.02%	2.16%	1.16%	20.62%	7.34%	-1.53%	0.62%	0.34%
86 Thomas	6.21%	6.03%	7.55%	0.63%	1.68%	1.39%	9.34%	8.76%	8.47%
87 Thurston	1.95%	0.84%	8.64%	3.84%	0.09%	1.83%	-0.03%	0.57%	0.24%
88 Valley	7.84%	6.92%	5.91%	2.28%	-1.82%	0.17%	-3.06%	-0.30%	-0.72%
89 Washington	6.64%	5.03%	6.24%	3.96%	0.77%	4.54%	0.02%	4.68%	3.46%
90 Wayne	4.85%	3.47%	3.52%	0.75%	-1.76%	0.03%	-0.02%	1.39%	0.81%
91 Webster	2.33%	1.54%	61.34%	39.91%	26.98%	32.96%	5.88%	7.76%	7.03%
92 Wheeler	0.36%	-0.72%	181.46%	0.00%	4.38%	0.14%	-0.12%	0.96%	-0.14%
93 York	3.73%	2.83%	0.90%	0.62%	0.08%	-1.13%	-4.82%	-2.13%	-2.55%
State Totals	7.58%	6.05%	5.59%	3.13%	8.80%	4.84%	-0.76%	4.17%	3.02%

WESTERN NEBRASKA COMMUNITY COLLEGE

Western Community College Area Board of Governors' Policy

TITLE: Board Policies and Administrative Procedures

SERIES: Board of Governors

REFERENCE: U.S. Department of Education; and the Nebraska Revised Statute §§ 85-9,169 and 85-1511.

NUMBER: BP-115

APPROVAL/DATE: F. Lynne Klemke, President, WCCA Board of Governors

Date:

Purpose

This policy ensures compliance with N.R.S. §85-9, 169 and §85-1511.

Scope

This shall apply to all Board Policies and Administrative Procedures.

Definitions

Board Policy: A regulation, institutional standard, or directive that relates to and/or affects the overall governance, standard, or compliance with an applicable state or federal law, educational mission, employment, student affair, or administrative action.

Administrative Procedure: The protocol by which a Board Policy shall be adhered. The Administrative Procedure should identify which WNCC department, officer, or staff shall be responsible and accountable for complying with Board Policy.

Policy

The Western Community College Area (WCCA) Board of Governors shall comply with the N.R.S. §§ 85-9, 169 and 85-1511, which authorizes the Board to “adopt and promulgate such rules and regulations and perform all other acts as the Board may deem necessary or appropriate to the administration of the community college area.” The Board shall work with the WNCC President to formulate activities and programs needed to carry out the requirements of statute as needed.

Board Policy will be reviewed and approved by the Board during regularly scheduled WCCA Board meetings. Review will be conducted by the appropriate Board Committee, followed by first read with the full Board during open session. Final approval shall be considered and granted at a later meeting. It is the prerogative of the Board to require an opportunity to review the procedures that support a policy prior to final Board Policy approval being granted. Although procedures do not require Board approval, it is expected that they will be shared with the Board for information purposes to promote transparency.

As state and federal rules and regulations are adopted, revised, or repealed, it shall be the responsibility of the President to work with staff and legal counsel to propose appropriate action to ensure compliance. Appropriate vetting of these documents is also be the responsibility of the President. The Board retains final approval authority over Board Policy and any adopted changes must be thoroughly documented.

In addition to timely updates, all Board Policies will be subject to regular review to ensure continued compliance with state and federal mandates. Routine review will be conducted within five years of original adoption dates for individual policies. The President shall be responsible for establishing a review cycle by series. In some cases, this may lead to initial reviews being conducted sooner than five years.

The division, series number, and minimum review timeline of the policies that govern the College include:

Numbering Sequence	Policy Division	Review
Series 1000	Board of Governors	Every five years, minimum
Series 2000	College Organization	Every five years, minimum
Series 3000	Financial Services	Every five years, minimum
Series 4000	Human Resources	Every five years, minimum
Series 5000	Student Services	Every five years, minimum
Series 6000	Instruction	Every five years, minimum
Series 7000	General Institutional	Every five years, minimum

Revising this Policy

This Board Policy supersedes any prior WNCC policy, procedure, guideline, or handbook on this subject matter.

Adoption Date and Board of Governor's Minutes Item Number: April 17, 2019, Agenda Item I (2) (a)

Revision Date and Board of Governors' Minutes Item Number:

Prior Policy Number:

Sponsoring Division/Department: WCCA Board of Governors

Repeal Date and Board of Governors' Minutes Item Number:

WESTERN NEBRASKA COMMUNITY COLLEGE

Western Community College Area Board of Governors' Policy

TITLE: Succession of Presidential Authority

DIVISION: Board of Governors

REFERENCE: Nebraska Statutes [§85-9,169](#) and [§§85-1501 - 85-1540](#)

NUMBER: BP-118

APPROVAL: F. Lynne Klemke, President, WCCA Board of Governors

DATE March 28, 2021

Purpose

The purpose of this policy is to ensure the efficient operation of the College while maintaining fiscal and policy integrity through the careful delegation of authority.

Scope

The Board has responsibility for the general supervision, control and operation of the College. It may delegate any of the powers and duties vested in or imposed upon the Board by law to the President.

Procedure

Per Board Policy (BP-116), the Western Community College Area Board of Governors has delegated certain authority to the College President. Should the College President become incapacitated or be otherwise unable to fulfill the obligations of the office, an Acting President shall be selected from the remaining members of the Senior Leadership Team, according to the succession order listed below.

1. Vice President, Educational Services
2. Vice President, Administrative Services

The Acting President will serve until such time as the Board of Governors can identify an Interim President.

Revising this Policy

This Board Policy supersedes any prior WNCC policy, procedure, guideline or handbook on this subject matter.

If statutory provisions, regulatory guidance, or court interpretations change or conflict with this Board Policy, the Board retains the right to revise accordingly and for the changes to take effect immediately.

Adoption Date and Board of Governors' Minutes Item Number:

Revision Date and Board of Governors' Minutes Item Number:

Prior Policy Number:

Sponsoring Division/Department: Board of Governors

Repeal Date and Board of Governors' Minutes Item Number:

WESTERN NEBRASKA COMMUNITY COLLEGE

Western Community College Area Board of Governors' Policy

TITLE: Information Security

DIVISION:

CATEGORY: Information Technology

REFERENCE: Nebraska Revised Statutes: §81-1117.02 and § 81-6,121

NUMBER: BP-808

APPROVAL/DATE: F. Lynne Klemke, President, WCCA Board of Governors

Date

Purpose

This policy ensures the confidentiality, security, and integrity of all WNCC information assets and systems including, but not limited to, hardware, software, telecommunications, networks, and data.

Scope

This policy applies to all members of the WNCC community including employees, regardless of their classification or status, enrolled students, community members, guests, and volunteers.

Policy

Usage of information technology resources is a privilege provided at the discretion of the Western Nebraska Community College and for the sole purpose of conducting official College business.

It is WNCC's policy that all users (employees, students, community members, guests, and volunteers) of information technology resources owned by or licensed services to the College will:

- Protect the integrity, availability, and confidentiality of information assets (including all digital, paper, on premise, and cloud assets) managed by or provided by the College;
- Protect information assets from unauthorized release or modification and from accidental or intentional damage or destruction;
- Protect technology assets such as hardware, software, telecommunications, networks (infrastructure), and data from unauthorized use.

All users are expected to follow all security guidelines as established by the IT Governance Committee in support of this policy.

Role of the Information Technology Department

The WNCC Information Technology Department is responsible for the oversight of the security guidelines as developed by the IT Governance Committee and will perform the following actions:

- Provide secure hardware, software, telecommunications, networks (infrastructure), and procedures for addressing the business needs of the college.
- Assure that appropriate security standards are considered and met when developing or procuring hardware, software, telecommunications, and networks (infrastructure).
- Assure that all user accounts are created, maintained, and terminated in accordance with the Information Technology User Administration Guide.
- Recognize and support the necessity of authenticating internal or external parties prior to granting access to sensitive information and applications.
- Develop and follow security standards for securing workstations, servers, telecommunications, and data access within its network.
- Follow security standards established for creating secure sessions for application access.
- Ensure all employees and student workers are trained in IT security awareness, and that technical staff receive the appropriate training commensurate with their job responsibilities.
- Review its IT security processes, procedures, and practices annually and make appropriate updates after any significant change to its business, computing, or telecommunications environment.
- Perform annual security audits of systems and user permissions to insure compliance and accuracy.
- Track IT assets to maintain life cycle, support, and licensing.
- Test disaster recovery scenarios on an annual basis.

Compliance Measurement

The Information Technology Department will verify and promote compliance to this policy through various methods, including but not limited to, reports, internal and external audits, and feedback from and to individuals and campus departments.

Exceptions

Any exception to this policy must be submitted to the IT Governance Committee. All approved exceptions will be reviewed on an annual basis by the IT Governance Committee.

Non-Compliance

Employees

An employee found to have violated this policy may be subject to network access revocation and personal disciplinary action, up to and including termination of employment.

Students

A student found to have violated this policy may be subject to disciplinary action.

Community Members, Guests, and Volunteers

A community member, guest, or volunteer found to have violated this policy may be restricted or banned from using college resources.

Procedures

The College President shall promulgate procedures as necessary to implement this policy.

Revising this Policy

This Board Policy supersedes any prior WNCC policy, procedure, guideline or handbook on this subject matter.

If statutory provisions, regulatory guidance, or court interpretations change or conflict with this Board Policy, the Board retains the right to revise accordingly and for the changes to take effect immediately.

Original Adoption Date and Board of Governor's Minutes Item Number: 2010

Revision Date and Board of Governors' Minutes Item Number:

Prior Policy Number: 630.0300.10 Electronic Data Communication

Sponsoring Division/Department: Information Technology

Repeal Date:

WESTERN NEBRASKA COMMUNITY COLLEGE

Western Community College Area Board of Governors' Policy

TITLE:	Acceptable Use Policy
DIVISION:	General Institutional
CATEGORY:	Information Technology
REFERENCE:	Nebraska Revised Statute 28-1343 Nebraska Revised Statute 28-320.02 Board Policy 810 (Gramm-Leach-Bliley Student Financial Information Security Program) PP-809 Acceptable Use President's Procedure
NUMBER:	BP-809
APPROVAL/DATE:	F. Lynne Klemke, President, WNCC Board of Governors Date

Purpose

This policy ensures that all WNCC systems including, but not limited to, hardware, software, telecommunications, networks, and data are used in an appropriate manner and as intended and authorized by the College.

Scope

This policy applies to all full-time, part-time, and contracted employees; students; volunteers, and guests of the college.

Policy

Usage of information technology resources is a privilege provided at the discretion of the college, for the sole purpose of conducting official college business.

It is the policy of Western Nebraska Community College that all users (employees, students, and community members) of information technology resources owned by or licensed to the College will:

- Comply with all laws (federal, state, local and other applicable laws and regulations) and all college applicable policies;
- Respect the privacy and personal rights of others;
- Respect the integrity and security of college information technology resources;
- Respect the finite capacity of college information technology resources and services so as not to interfere unreasonably with the activity of other users;
- Respect the intellectual property rights of others;

- Protect all confidential information; and
- Follow acceptable use guidelines as set forth by the *Information Technology Handbook*.

Compliance Measurement

The Information Technology Department will verify and promote compliance to this policy through various methods, including but not limited to, reports, internal and external audits, and feedback to individuals and campus departments.

Exceptions

Any exception to this policy must be submitted to the IT Governance Committee. The IT Governance Committee will review all approved exceptions on an annual basis.

Non-Compliance

An employee found to have violated this policy may be subject to network access revocation and personal disciplinary action, up to and including termination of employment.

A student found to have violated this policy may be subject to expulsion.

A community member found to have violated this policy may be restricted or banned from using college resources.

Procedures

The College President shall promulgate procedures as necessary to implement this policy.

Original Adoption Date and Board of Governor's Minutes Item Number:

Revision Date and Board of Governors' Minutes Item Number:

Prior Policy Number: 630.0100.98

Sponsoring Division/Department: Enrollment and Marketing

Repeal Date:

WESTERN NEBRASKA COMMUNITY COLLEGE

President's Procedure

TITLE:	Acceptable Use
DIVISION:	General Institution
CATEGORY:	Information Technology
REFERENCE:	BP-809 Acceptable Use Board Policy
NUMBER:	PP-809
DATE OF REVIEW:	xx
APPROVAL:	Dr. Carmen Simone

Purpose

Western Nebraska Community College (WNCC) recognizes that administrative data, third party proprietary information, and College information systems are critical business assets. Misuse or damage of administrative data, third party proprietary information, or College information systems may be as costly to the College as misuse or damage of physical property. College employees are responsible for the protection and proper use of College data, third party proprietary information, and information systems.

These procedures are enacted pursuant to the acceptable use policy. They shall govern all use of information technology resources and apply to all users.

Scope

Information technology resources include any of the following that are owned or supplied by WNCC: usernames or computer accounts, hardware, software, mobile devices, audio visual equipment, communication networks and devices connected thereto, electronic storage media, and related documentation in all forms. Also included are data files resident on hardware or media owned or supplied by WNCC regardless of their size, source, author, or type of recording media, including e-mail messages, document repositories, system logs, web pages, and software.

Procedure

1. College data, (including any data created, stored, or used by systems used by the college or on behalf of the college, including emails, of any kind or nature, generated or received on college equipment or used by systems run by the College or on behalf of the College) shall be used only for official College business.
2. College data shall not be altered or changed in any way except as authorized in the appropriate performance of assigned duties.

3. Unless publicly available, College data shall not be divulged to anyone unless their relationship with the College as an employee, customer, vendor, or contracted temporary employee warrants disclosure and disclosure is authorized by the Data Governance Committee or required by law.
4. College information systems shall not be used for personal economic benefit or for political advocacy. Occasional use (e.g., email, web) of College information systems for personal use is acceptable if it does not interfere with an employee's job performance.

Any information generated or received on college information systems regardless of whether it is for personal use shall be considered college property and may be viewed and monitored by college officials. There shall be no expectation of confidentiality or privacy with reference to any materials placed on college IT equipment or software between WNCC and its employees.

5. Any user IDs and passwords assigned to a user shall be used only by that user and shall not be divulged.
6. The College strictly prohibits illegal use of copyrighted software and materials, the storage of such software and materials on College information systems, and the transmission of such software and materials over the College's network.
7. The College is providing users with access to shared resources. Users shall not knowingly or intentionally engage in any activity harmful to the College's information systems or data. (e.g., creating or propagating viruses, overloading networks with excessive data, instituting or promulgating chain letters, or instigating unauthorized mass postings of any type).
8. College information systems shall not be used to engage in any activity prohibited by College policies, or by state or federal law.
9. College users shall not circumvent or subvert any College system or network security measures unless previously authorized by the Director of Information Technology.
10. The College will inspect, monitor, or disclose College data for the purposes including, but not limited to:
 - a. Satisfying the requirements of the Freedom of Information Act, Gramm-Leach-Bliley Act, or other laws or regulations;
 - b. Allowing College officials to fulfill their responsibilities when acting in their assigned capacities;
 - c. Protecting the integrity of the College's information technology resources and intellectual property;
 - d. Allowing system administrators to perform routine maintenance and operations and security reviews, and respond to emergency situations; or
 - e. Protecting the rights of individuals working in collaborative situations where information and files are shared;
11. The College will investigate and may pursue appropriate internal or external civil or criminal proceedings when misuse of College data or College computing resources is suspected.

Revising this Procedure

The College President reserves the right to change any provision or requirement of this procedure at any time and the changes shall become effective immediately.

WESTERN NEBRASKA COMMUNITY COLLEGE

Western Community College Area Board of Governors' Policy

TITLE:	Standards of Satisfactory Academic Progress
DIVISION:	Student Services
CATEGORY:	Student Financial Aid
REFERENCE:	PP-501 Standards of Satisfactory Academic Progress Procedure Federal Student Aid Handbook, Volume 1, 34 Electronic Code of Federal Regulations 668.34 Satisfactory Academic Progress, Nebraska Revised Statutes §85-9,133, Eligibility for Financial Aid Programs Federal Regulations 668.34 668.16(e) Standards of Administrative Capability
NUMBER:	BP-501
APPROVAL/DATE:	Julienne K. Walworth, President, WCCA Board of Governors Date: July 18, 2018

Purpose

To establish a policy on standards of satisfactory academic progress (SAP) for federal, state, and institutional aid programs.

Scope

Applicable to all Western Nebraska Community College students.

Policy

Western Nebraska Community College is required to establish minimum academic standards that students must meet to be eligible or maintain eligibility for federal, state and institutional aid including but not limited to grants, loans, federal work-study, institutional scholarships and waivers. Western Nebraska Community College must notify students of this policy and monitor the progress of all students receiving financial aid to ensure their continued compliance with the policy.

Students who are receiving financial aid or seek to receive financial aid in the future are required to meet these minimum academic standards. Failure to meet these standards may result in the student's ineligibility to receive financial aid. It is the responsibility of all students receiving financial aid to familiarize themselves with the policy and to ensure that the standards are met.

Students must meet both a qualitative requirement (GPA) and a quantitative requirement (number of credit hours completed) to maintain eligibility. Standards of satisfactory academic progress shall be in accordance with college procedures.

Revising this Policy

This Board Policy supersedes any prior WNCC policy, procedure, guideline or handbook on this subject matter.

Adoption Date and Board of Governors' Minutes Item Number: July 18, 2018, Agenda Item I (1) (c)

Revision Date and Board of Governors' Minutes Item Number:

Prior Policy Number:

Sponsoring Division/Department: Student Services/Financial Aid

Repeal Date and Board of Governors' Minutes Item Number:

WESTERN NEBRASKA COMMUNITY COLLEGE

President's Procedure

TITLE:	Standards of Satisfactory Academic Progress
DIVISION:	Student Services
CATEGORY:	Student Financial Aid
REFERENCE:	BP-501, Standards of Satisfactory Academic Progress Policy
NUMBER:	PP-501
DATE OF REVIEW:	
APPROVAL:	President's Cabinet

Purpose

The U.S. Department of Education (ED) establishes requirements for enforcing standards of Financial Aid Satisfactory Academic Progress (SAP). The ED allows each college to establish its own internal processes based upon the organizational structure at its institution.

Scope

Applicable to all Western Nebraska Community College students.

Overview and Applicability

SAP measures a student's performance in the following three areas: cumulative completion rate, cumulative grade point average (GPA), and maximum time frame. The Financial Aid Office is responsible for reviewing the cumulative academic progress of all enrolled degree-seeking students receiving financial aid at the end of each payment period. The purpose of this review process is to determine whether a student is making satisfactory progress towards their educational goal in both qualitative and quantitative measurements. The qualitative measurement consists of the cumulative grade point average of all credits transcribed, regardless of whether the student received financial aid for those credits.

The quantitative measurement contains two components: (1) the cumulative completion rate of credit hours completed versus credit hours attempted expressed as a percentage rate of completion and (2) the maximum time frame allowed for a student to complete their certificate or degree program expressed as a percentage of 150% of the total credit hours required.

The qualitative and quantitative standards of this policy are at least as strict as the academic policy applied to non-Title IV recipients.

Review of SAP will take place at the end of each payment period, including summer, for all enrolled degree-seeking students who received financial aid. A student's entire academic record will be

reviewed and evaluated for SAP whether or not financial aid was received. The process to review financial aid SAP eligibility will be the same for all students evaluated. All coursework, including coursework for which a college has offered academic amnesty must be included in the review process. The College will notify financial aid applicants of their SAP status. A student is considered to be a financial aid applicant if they complete the Free Application for Federal Student Aid (FAFSA) or if they are offered funding to assist in educational costs through the Financial Aid Office.

The SAP standards apply to all applicable forms of financial assistance programs including Federal Pell Grant, Federal Work-Study (FWS), Federal Supplemental Educational Opportunity Grant (FSEOG), Direct Loans, Direct PLUS loans as well as assistance from the State of Nebraska. The College will determine what institutional funds will be affected by the student's SAP status.

All SAP-related notifications to students will be sent to their WNCC email address, the College's official means of student communication.

Definitions of Financial Aid Satisfactory Academic Progress Status

Students who fail to meet either the quantitative or the qualitative criteria will be notified of their status in accordance with the definitions below:

Satisfactory

The student is eligible to receive all types of aid.

- Student has cumulative GPA at or above 2.0.
- Student has pace (cumulative completion rate) at or above 67%.
- The student has attempted less than 150% of required number of credit hours for enrolled degree or certificate program. All transcribed credits, including transfer credits are included in the calculation for the maximum time frame.

Warning

The student was previously in satisfactory standing but failed to meet one or both of the SAP criteria stated below. The student will continue to receive aid while on warning status.

- Student has cumulative GPA below 2.0; and/or
- Has pace (cumulative completion rate) below 67%

Suspension

The student failed to comply with stated SAP criteria while on warning or probation. The student is not eligible to receive financial aid (federal, state or designated institutional financial aid).

- Student has under a 2.0 GPA and/or 67% pace (cumulative completion rate).
- Student has attempted 150% or more of required number of credit hours needed for degree or certificate program.

Probation

The student will be placed on probation, if the student was previously on suspension status, made an appeal, and the appeal was granted. The student will be eligible to receive financial aid for one term while on probation, unless an academic plan has been incorporated into the SAP appeal.

Academic Plan

The student who has eligibility reinstated to probation under an approved academic plan and is successfully following that plan is eligible to receive financial aid and continues to be eligible for aid while following the approved academic plan. Financial aid eligibility will be reviewed at the end of each payment period, including summer, according to the approved academic plan.

Financial Aid Satisfactory Academic Progress Criteria

In order to meet SAP requirements, financial aid applicants and recipients must meet the qualitative and quantitative measurements outlined below:

Qualitative Measure

Cumulative GPA Requirement:

Students must maintain a minimum cumulative grade point average of 2.0 for all credit hours attempted.

Quantitative Measure

Pace (Cumulative Completion Rate):

- Students must complete at least 67% of cumulative attempted credit hours.
- The completion rate is defined as the percentage of the total number of credit hours completed divided by the total number of credit hours attempted over the entirety of a student's academic record at the college performing the calculation. (Credit hours completed/credit hours attempted) x 100=completion rate.
- Transfer credit hours on the student's record are included when computing the student's completion rate.
- Remedial credit hours and all repeated credit hours are included in the calculation of the cumulative completion rate.

Maximum Time Frame

- Federal regulations allow financial aid recipients to receive financial aid for a maximum number of attempted credit hours. Students attempting credit hours in excess of 150% of the required number of credit hours to complete their program of study will be placed on financial aid suspension status. If at any point in time it is determined that a student cannot complete their program of study within 150% of the program length, the student will be ineligible for aid. Students must progress through their program at a "pace" rate of 67% or higher each period of enrollment to ensure program completion within the maximum time frame.
- Transfer credit hours are included in the calculation of maximum time frame. WNCC requires submission of transcripts from all prior institutions prior to disbursement of federal and state aid to determine credits for maximum time frame calculation.
- Attempted credit hours under all courses of study are included in the calculation of attempted and earned credit hours.
- All remedial credit hours and repeated credit hours are included in the maximum time frame calculation.
- ESL courses are included in the maximum time frame calculation.

Evaluation of Financial Aid Satisfactory Academic Progress

1. Review of SAP will take place at the end of each payment period, including summer. The student's academic history is reviewed for: 1) cumulative GPA requirement; 2) pace (cumulative completion rate); and 3) maximum time frame.
2. A student's entire academic record will be reviewed and evaluated for SAP, whether or not financial aid was received. Based on all academic history a student may be considered ineligible for aid.
3. The SAP evaluation process will occur at the end of each payment period of enrollment, including summer. When the student applies for financial aid (receipt of the Free Application for Federal Student Aid), the evaluation process will be completed based on the student's last term of enrollment and then updated at the end of each term for which the student is enrolled. All terms of enrollment will be considered in the SAP evaluation whether or not the student received financial aid during those terms.
4. All students who fail to meet SAP criteria will be placed on warning or suspension. Financial aid applicants will be notified of their status.
5. The Financial Aid Office will review GPA and credit hours attempted/completed through consortium agreements.

Treatment of Completion and Repeats

1. Grades of D- or higher earned during all periods of enrollment will be considered acceptable for courses completed.
2. Grades of F, NP, I, E, W, CR, and AU earned during all periods of enrollment will not be considered acceptable for SAP. (In courses graded on a Pass/No Pass basis, students are assessed using either a competency-based rubric or a percentage converted to letter grade where a grade of C or higher is considered passing.)
3. Repeated courses are counted for all qualitative and quantitative measurements, as is coursework removed from the permanent transcript through an academic amnesty appeal. The grade from the last attempt of a repeated course is included in the student's cumulative GPA.

Treatment of Grade Changes

1. Students are responsible for notifying the College Financial Aid Office of all grade changes that might affect current or future financial aid eligibility. A reevaluation of the students' status will be performed by the Financial Aid Office once the grade change has been communicated to the Financial Aid Office.
2. The College reserves the right to notify students of this requirement based on the College's official means of communication.

Student Financial Aid Academic Progress Appeals

The College is required to have a primary and a secondary process for students to appeal their eligibility. The secondary process is meant to address appeals of denied appeals from the primary process. All decisions made at the secondary level are final.

The process for appeals at the primary and secondary level will be defined by the College. A student may appeal when they have been placed on suspension status. These appeals must be submitted to the College Financial Aid Office or designated location with supporting documentation. The student is responsible for presenting sufficient information and documentation to substantiate the existence of extenuating circumstances. The College may request additional documentation as student's extenuating circumstances warrant it.

Appeals must include the following information:

- why the student failed to make SAP; and
- what has changed that will allow the student to make SAP at the next evaluation.

Appeals may be submitted for extenuating circumstances, such as:

medical problems (family illness);
family emergency (death of a family member); or
other documented extenuating circumstances beyond the student's control.

Students may also appeal on the basis of:

- seeking approval for funding when a change in major or degree has occurred; or
- funding for an additional eligible degree or certificate.

Under all circumstances, all transcribed credits, including transfer credits, are included in the calculation of maximum time frame regardless of whether the student received financial aid for those credits.

Western Nebraska Community College may approve an appeal if:

- the College has determined the student will be able to meet SAP standards at the end of the subsequent term given the merits of the appeal and reasonable resolution of a student's extenuating circumstance; or
- the College and the student develop a plan that ensures the student is able to meet the College's SAP standards by a specific time or that the plan takes the student to successful program completion.
- students will be notified by the College of the outcome of their appeal. Under no circumstances can probation be assigned to a prior term.
- the College may notify students prior to the end of the term or prior to official posting of the financial aid SAP status if the student's academic progress indicates they will be ineligible for aid at the end of the term. This includes students who withdraw from the term or fail to meet the terms of their conditional probation.

The College will set deadlines for SAP appeal submissions to allow for processing of the appeal and, if successful, the processing of financial aid prior to the end of a term. The College may limit the number of SAP appeals that will be considered after review on a case-by-case basis of the student's academic and appeal history.

Reinstatement of aid:

1. Students who lose financial aid eligibility because they are not meeting the college's SAP standards will regain eligibility when they are again meeting the qualitative and quantitative standards as set previously in this policy.
2. Students may also regain eligibility through the appeal process.
3. Upon successful reestablishment of eligibility, the student will be awarded financial aid based on the availability of funds at the time of reestablishment. Reinstatement will not be retroactive to a prior term of ineligibility.

Students may, or may not, receive all funds awarded prior to the loss of eligibility.

Revising this Procedure

This President's Procedure supersedes any prior WNCC policy, procedure, guideline or handbook on this subject matter.

WNCC reserves the right to revise this procedure, as necessary, or as new laws require attention.

WESTERN NEBRASKA COMMUNITY COLLEGE

Western Community College Area Board of Governors' Policy

TITLE:	Federal Title IV Funds
DIVISION:	Student Services
CATEGORY:	Financial Aid
REFERENCE:	Federal Student Aid Handbook; Volume 2 – Institutional Eligibility and Participation; Volume 4 – Processing Aid and Managing FSA Funds; 34 CFR 99.31, 34 CFR 668.14, 34 CFR 668.41, 34 CFR 668.42, 34 CFR 668.43, 34 CFR 668.44, 34 CFR 668.45, 34 CFR 668.46, & 34 CFR 668.47; 34 CFR 668.164; 34 CFR 668.165; Public Law 101-226, Public Law 107-56 and Higher Education Opportunity Act, Public Law 110- 315, (HEOA) 2008
NUMBER:	BP-502
APPROVAL/DATE:	F. Lynne Klemke, President, WCCA Board of Governors Date: February 20, 2019

Purpose

To establish policies relating to federal financial aid to Western Nebraska Community College (WNCC) students for the purpose of education, distribution of those funds and monitoring of the use of said funds.

Scope

This policy shall apply to all students who receive Title IV funding.

Policy

The College, as per federal regulations shall:

- Have an established Satisfactory Academic Progress (SAP) policy and procedure that students are required to adhere to, even those not receiving Title IV funds;
- Adhere to the state complaint process, provide acceptable resolution to complaints and maintain a student complaint log;
- Maintain the Eligibility and Certification Approval Report (ECAR) to include all certificates/degrees eligible for Title IV funding;
- Have a Return of Title IV procedure;
- Adhere to all federal rules and regulations published annually by the U.S. Department of Education.

WNCC students may use Title IV funds for the following allowable charges:

- Tuition
- Mandatory fees
- Room and board, if contracted with the College
- Books and supplies
- Other educationally-related charges, as authorized in writing by student or parent, as applicable

Federal Title IV funds received by WNCC to distribute to its eligible students shall include:

- Direct Subsidized/Unsubsidized Loan
- Direct PLUS Loan
- Pell Grant
- Federal Supplemental Educational Opportunity Grant
- Federal Work Study

In order to be eligible to receive Title IV funds, WNCC students must:

- Have met the admissions and eligibility requirements;
- Be enrolled in a Title IV eligible program of study;
- Be enrolled in the required number of credits for the Title IV program and in credits that are a part of that eligible program of study;
- Maintain Satisfactory Academic Progress (SAP); and
- Meet citizenship status requirements.

Definitions

Title IV: A term that refers to federal financial aid funds. Federal regulations state that any federal funds disbursed to a student's account in excess of allowable charges must be delivered to the student (or parent in case of an undergraduate PLUS loan).

Revising this Policy

This Board Policy supersedes any prior WNCC policy, procedure, guideline or handbook on this subject matter.

If statutory provisions, regulatory guidance, or court interpretations change or conflict with this Board Policy, the Board retains the right to revise accordingly and for the changes to take effect immediately.

Adoption Date and Board of Governors' Minutes Item Number: February 20, 2019, Agenda Item J (1) (a)

Revision Date and Board of Governors' Minutes Item

Number: Prior Policy Number:

Sponsoring Division/Department: Student Services

Repeal Date and Board of Governors' Minutes Item Number:

WESTERN NEBRASKA COMMUNITY COLLEGE

President's Procedure

TITLE:	Financial Aid – Return of Title IV
DIVISION:	Student Services
CATEGORY:	Financial Aid
REFERENCE:	BP-502 – Federal Title IV Funds Policy Higher Education Act (HEA), Section 484B; 34 CFR 668.22 Treatment of Title IV Funds When a Student Withdraws; Federal Student Aid Handbook - Vol. 5 Withdrawals and the Return of Title IV Funds
NUMBER:	PP-502
DATE OF REVIEW:	
APPROVAL:	President's Cabinet

Purpose

This procedure complies with Federal Student Aid Title IV requirement that schools perform a Return of Title IV calculation for Title IV eligible students who do not successfully complete the entire enrollment period due to withdrawal (official or unofficial).

Scope

This procedure applies to all WNCC students who receive Federal Title IV funding.

Definitions

X-dropping a Course: When a student withdraws from his/her course during the no-penalty add/drop period provided at the beginning of each term. If the student notifies the Student Services Office in writing to “drop” the course during the no-penalty drop period, it is classified as an “x-drop.” If a student x-drops a course, the course will not be included on their transcript. Students who are reported by faculty as never attending during the 10-day period at the beginning of the semester are x-dropped from the course by the Registrar.

Withdrawing from a Course: When the student submits a drop slip to Student Services after the no-penalty add/drop period but prior to the published withdrawal date for the term, it is known as a “withdrawal” or withdrawing from the course. Withdrawing from a class results in a “W” appearing on the student's transcript. The “W” has no effect on the student's GPA (Grade Point Average) but the Financial Aid Office MUST be notified when a student has withdrawn from all courses because that office staff may need to calculate a Return of Title IV. A student who stops attending without formally withdrawing from a course is considered an unofficial withdrawal and the non-attendance may also trigger the requirement for Return of Title IV calculation. An unofficial withdrawal may result in a grade of “F” and will affect the student's GPA.

Procedure

Process Overview and Applicability

Title IV funds are awarded to a student under the assumption that the student will attend courses for the entire enrollment period for which the assistance is awarded. Students who do attend and complete the entire enrollment period, are assumed to have ‘earned’ 100% of the Title IV funding disbursed. Schools are required to perform a Return of Title IV calculation for Title IV eligible students who do not complete the entire enrollment period due to withdrawal (official or unofficial). If the amount disbursed to the student is greater than the amount the student earned, the unearned funds must be returned by the College. The student may be required to repay a portion of the federal funds if the amount to be returned exceeds the amount to be returned by the College. Federal regulations allow the institution to charge a student for any portion of federal grants returned on the student’s behalf. If the amount disbursed to the student is less than the amount the student earned, and for which the student is otherwise eligible, the student is eligible to receive a post-withdrawal disbursement of the earned aid that was not received.

1. The Return of Title IV calculations are required when a student has failed, received a grade of “Incomplete,” or withdrawn, officially or unofficially, from any Title IV-eligible enrolled course during a period of enrollment at the College. Students who fail to complete some Title-IV-eligible courses, but not all enrolled courses, may be included in the Return of Title IV calculations, if the rules for modular courses apply. Title IV funds to be included in the calculation are as follows: Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Iraq and Afghanistan Service Grant, Federal Direct Loan (subsidized and unsubsidized), and Federal Direct PLUS loan. Note: Federal Work Study funds are not included in the calculation.
2. WNCC encourages instructional staff to take attendance as a general rule. Under some circumstances, attendance may be taken as required by:
 - An outside entity (i.e., accreditor, state) for a particular student or cohort of students; or
 - WNCC or an outside entity has a requirement that can only be met by taking attendance or a comparable process to demonstrate attendance in courses of that program or a portion of that program.
 - The College must have a process for determining whether a student has begun attendance.

As a general rule, WNCC first attempts to establish the last date of attendance of an academically related activity as determined by instructional staff for the Return of Title IV calculations. If that is not available, WNCC shall use the standard 50% of the term as the last date of attendance (LDA). In such cases, that date will be the last date of attendance for the Return of Title IV calculations. If the outside entity has a requirement for attendance for a sub-group of students, then that sub-group of students is bound by WNCC’s attendance guidelines.

All Return of Title IV notifications made to students or parents will be sent via USPS mail to the address on record.

Establishing a Withdrawal Date

When a student withdraws from a course or ceases to attend, they establish a withdrawal date at that time.

1. *Official Withdrawals:* The withdrawal date is the date the student completes the College withdrawal process. When all courses receive a ‘W’, the withdrawal date is considered the date of initiation by the student or school as in the case of cancelled courses or student appeals.

2. *Unofficial Withdrawals:* The last date of attendance for an unofficial withdrawal is the documented date recorded by the College of the last date a student participated in an academically-related activity or, if no date is available, the midpoint of the student's term of enrollment.
3. A student is considered to have withdrawn from a payment period or period of enrollment, if within that same payment period or period of enrollment the following occurs: for a program that is measured in credit hours, the student does not complete all the days the student was scheduled to complete. For a non-term or nonstandard-term program, the student is not scheduled to begin another course for more than forty-five (45) calendar days after the end of the module the student ceased attending.
4. *Withdrawal Dates for Courses Offered in Modules:* If a student is enrolled in at least one module course, they are considered a module student and thus the following conditions apply. The College will be able to determine whether a student enrolled in a module(s) is a withdrawal by asking the following questions:
 - After beginning attendance in the payment period or period of enrollment, did the student cease to attend or fail to begin attendance in a course they were scheduled to attend? If the answer is no, this is not a withdrawal. If the answer is yes, go to next question.
 - When the student ceased to attend or failed to begin attendance in a course they were scheduled to attend, was the student still attending any other courses? If the answer is yes, this is not a withdrawal; however, other regulatory provisions concerning recalculation may apply. If the answer is no, go to next question.
 - Did the student confirm attendance in a course in a module beginning later in the period (for non-term and nonstandard-term programs, this must be no later than forty-five (45) calendar days after the end of the module the student ceased attending)? If the answer is yes, this is not a withdrawal, unless the student does not return. If the answer is no, this is a withdrawal and the Return of Title IV Funds requirements apply.

Written Confirmation of Future Attendance

1. A student is not considered to have withdrawn if the College obtains written confirmation from the student close to the date that the student actually ceased attendance and before the time the College was required to return Title IV funds, offer any post-withdrawal disbursement of loan funds, or take any other action under the Return of Title IV requirements, that the student will attend a module that begins later in the same payment period or period of enrollment.
2. A student may also reaffirm their intent to attend by registering for a future course at the time of the withdrawal.
3. The College may not wait to perform a Return of Title IV Funds calculation to see if the student who has withdrawn and has not provided written confirmation of future attendance will return later in the payment period or period of enrollment. The College is required to undo the Return of Title IV Funds calculation if a student who withdraws from a non-term credit hour program returns to the same program at the College within 180 calendar days. The student is treated as though they did not cease attendance. Similarly, if a student withdraws from a term-based credit-hour program offered in modules during a payment period or period of enrollment and re-enters prior to the end of the period, the student is eligible to receive any Title IV program funds that they were otherwise eligible to receive prior to withdrawal.

4. If the student does not return for the future module after providing written confirmation of future attendance, a return calculation must be completed.

Time Frame for Determining a Withdrawal Date

1. *Official withdrawals:* The withdrawal date is determined within thirty (30) days of the date of withdrawal.
2. *Unofficial withdrawals:* The withdrawal date is determined within thirty (30) days of the end of the term.

Rescinding Withdrawal

- WNCC may allow a student to rescind their official notification to withdraw by filing a written statement that they will continue to participate in academically related activities and intends to complete the payment period or period of enrollment.
- If the student subsequently withdraws after rescinding an intent to withdraw, the withdrawal date is the date the student first provided information to the College or began the College's withdrawal process, unless a last date of attendance or academically related activity is documented.

Extenuating Circumstances

Students with extenuating circumstances may not be able to officially withdraw. For these students the College will use the date the College was notified that the student could no longer attend (i.e., death, hospitalization, incarceration, etc.).

Leaves of Absence

WNCC does not grant any leaves of absence.

Academically Related Activity

An academically related activity may be used by faculty to establish the last date of attendance. These include physically attending a course where there is an opportunity for direct interaction between the instructor and students, such as:

- Submitting an academic assignment,
- Taking an exam,
- Attending a study group assigned by the College,
- Participating in an online discussion about academic matters, and
- Initiating contact with a faculty member to ask a question about the academic subject studied in the course.

The College is to exclude those activities where the student is not academically engaged such as:

- Living in College housing,
- Participating in the College's meal plan,
- Logging into an online course without active participation, or
- Participating in academic counseling or advisement.

For students enrolled in a distance education context, logging in is not sufficient, by itself, to demonstrate academic attendance by the student. The College must demonstrate that a student has participated.

Calculating Return of Title IV

The percentage (amount) of earned Title IV funds is calculated on a daily basis from the first day of classes. The process uses calendar days, including weekends. However, any break of five (5) days or more is not counted as part of the days in the term. The percentage of term completed equals the number of days completed divided by the total days in the term. The amount of Title IV funds earned is the percentage of the term completed multiplied by the total amount of the Title IV funds disbursed or that could have been disbursed.

After the sixty (60) percent point in the payment period or period of enrollment, a student has earned 100% of the Title IV funds they were scheduled to receive during the period. If a student withdraws, officially or unofficially, after the sixty (60) percent point-in-time, there are no unearned funds. The College must still determine whether the student is eligible for a post-withdrawal disbursement.

Post-withdrawal Disbursement

If the student did not receive all of the funds earned prior to withdrawing, a post-withdrawal disbursement may be due. The amount of the post-withdrawal disbursement is the difference between the amount of Title IV funds disbursed and the amount earned.

WNCC may not make a post-withdrawal disbursement of any of the following Title IV funds:

- Second or subsequent Direct Loan disbursements to a student who did not graduate or successfully complete the loan period.
- Direct Loan disbursement to a first time, first year undergraduate who withdrew before completing the first thirty (30) days of their program, if the College is not exempt from the delayed delivery/disbursement requirement.
- Direct Loan disbursement to a borrower who has not signed the loan's promissory note.
- Disbursements of any Title IV funds to students for whom the College did not receive a valid Institutional Student Information Record (ISIR) or Student Aid Record (SAR) prior to the student withdrawing or by the annual deadline published by the U.S. Department of Education in the Federal register.
- Federal Pell Grant, FSEOG or Direct Loan disbursement for a subsequent payment period to a student who withdrew from a non-term credit hour program before completing the previous payment period for which the student has been paid.

Post-withdrawal Notification Requirements

- The College is permitted to credit a student's account with the post-withdrawal disbursement of Title IV grant funds without the student's permission. The College must notify a student, or parent for a Direct Parent PLUS Loan, in writing prior to making any post-withdrawal disbursement of loan funds.
- The notification must include the information necessary to make an informed decision on whether the student or parent would like to accept the disbursement.
- The notice must be sent within thirty (30) calendar days after the date that the College determines the student withdrew.
- The notice must permit the parent/student to determine which funds, if any, they wish to accept/decline.
- The College will set a deadline of fourteen (14) days or more and the notice must advise that if there is no response by the deadline established that the College is not required to make the post-withdrawal disbursement and funds will be returned to the Title IV programs.

- If the notification is received from the student/parent by the established deadline, the College must disburse loan funds within 180 days and grant funds within forty-five (45) days. If authorization is received after the established deadline, the College may choose to make a post-withdrawal disbursement based on an acceptance received after the College's deadline. If the College chooses not to make a post-withdrawal disbursement when the acceptance was received after the College's deadline, the College must notify the student or parent in writing that the disbursement will not be made and why.
- If a post-withdrawal disbursement creates a credit balance on the student's account, the balance will be provided to the student within fourteen (14) days.
- All official notifications are sent via USPS mail to the address on record.

Returning Unearned Funds

The College will return Title IV funds to the programs from which the student received aid during the period of enrollment as applicable, in the following order (as amended by applicable federal law), up to the net amount disbursed from each source:

- Unsubsidized Direct Loans (other than Direct PLUS Loans)
- Subsidized Direct Loans
- Direct PLUS Loans
- Federal Pell Grants for which return of Title IV funds is required
- Federal Supplemental Educational Opportunity Grant (FSEOG) for which return of Title IV funds is required
- TEACH Grants for which a return of Title IV funds is required
- Iraq and Afghanistan Service Grant, for which a return of Title IV funds is required.

Deadlines

Within forty-five (45) days from the date the College determined that the student withdrew, the College will return unearned funds for which the College is responsible. The student is required to pay the difference between the amount of unearned aid and the amount returned by the school. Federal regulations allow the institution to charge a student for any portion of federal funds returned on the student's behalf.

1. Within thirty (30) days from the date the College determined that the student withdrew, the College will offer a post-withdrawal disbursement, if applicable.
2. A student that does not repay the grant overpayment in full to the College or enter a repayment agreement with the College or U.S. Department of Education within the earlier of forty-five (45) days from the date the College sends a notification to the student of the overpayment, or forty-five (45) days from the date the College was required to notify the student of the overpayment will lose their eligibility for Title IV funds.
 - The letter sent to the student must inform him/her of the dollar amount owed the method for repaying the funds, and to whom, as well as the consequences of failing to repay the funds. If the student repays the funds to the College, the financial aid office will be responsible for returning the unearned funds to the proper program.

3. Shortly after forty-five (45) days have elapsed from the date the student was informed in writing of their repayment obligation, if the student has not repaid the overpayment in full:
 - The College will report the overpayment to National Student Loan Data System (NSLDS).
 - The College will refer the student's overpayment to the U.S. Department of Education for collection. The referral must be on College letterhead.
 - The College must report any satisfactory payment arrangements on NSLDS and correctly change the status code within NSLDS to reflect the same.

Overpayment Resolution When the Overpayment Occurred Prior to Withdrawal

- For a College liability overpayment that is determined to have occurred prior to the student withdrawal, the College must repay the overpayment prior to conducting a return calculation and the overpayment will not be included in the calculation.
 - For a student liability overpayment that is determined to have occurred prior to the student withdrawal, the overpayment should not be included in the calculation.
 - If the student withdrew after the sixty (60) percent point, the College should attempt to collect the overpayment from the student; if not successful, report the overpayment to NSLDS, and refer it to the U.S. Department of Education Default Resolution Group.
- If the student withdrew prior to the sixty (60) percent point, the College can reduce the post-withdrawal disbursement by the overpayment, or add the overpayment to the overpayment determined by the calculation, whichever is applicable.

Revising this Procedure

This President's Procedure supersedes any prior WNCC policy, procedure, guideline or handbook on this subject matter.

WNCC reserves the right to revise this procedure, as necessary, or as new laws require attention.

WESTERN NEBRASKA COMMUNITY COLLEGE

Western Community College Area Board of Governors' Policy

TITLE: Admission, Continued Enrollment, and Re-Enrollment of Students

DIVISION: Student Services

CATEGORY: Admissions, Registration, and Student Records

REFERENCE: Nebraska Revised Statutes: §85-607; §85-902; §85-963; §85-1413; and 34 CFR 600.4(a)(2)

NUMBER: BP-520

APPROVAL/DATE: F. Lynne Klemke, President, WCCA Board of Governors
Date: xx

Purpose:

To establish a policy for student admissions.

Scope

This applies to all individuals seeking admission to Western Nebraska Community College (WNCC).

Definitions

Appeals: Appeals to the admissions process will be considered by the Admissions Director in consultation with the appropriate Dean of Instruction and/or Program Director. All appeals must be submitted in writing.

Degree Seeking Students: Individuals with the goal of pursuing coursework leading to a certificate, two-year degree, or eventual transfer of their credits to another degree-granting college or university. Students with a degree-seeking status may be eligible for financial aid at WNCC.

Non-Degree Seeking Students: Individuals whose goal is to take courses for the purposes of personal or professional enrichment and who have no intent of accumulating credits toward a certificate or degree. Non-degree seeking students should refer to the WNCC catalog for specific registration information.

Prerequisite: Knowledge that must be attained prior to enrolling in certain courses, which may be advanced coursework.

Policy

WNCC is an open enrollment institution where any individual, degree- or non-degree seeking, who can benefit from instruction has the right to pursue an education.

Acceptance to WNCC does not guarantee admission to all majors as specific programs may have prerequisites designed to facilitate successful completion. The President may identify programs in which the College receives more applications than available space can accommodate or as deemed impractical for instruction. These will be identified as high demand programs and enrollment may be based on special screening tools and/or "first-come, first-serve" registration. The right is reserved to deny admission to any applicant to certain programs, as per the established and published procedures. The College shall define and publish procedures of appeal for persons who are denied admission.

Minimum Age

It is the policy of the Board to admit students who are high school graduates or the equivalent, have reached the legal age, or are emancipated and have reached 17 years of age or older. In addition, those who are at least 16 years of age and approved to take CollegeNow (dual credit) courses or enrolled in GED courses and able to benefit from a program or course of study offered at the College will also be allowed to enroll. The College President or designee may grant a waiver of the minimum age based on extenuating circumstances unique to WNCC's role and mission.

Denial of Admission, Continued Enrollment, or Re-Enrollment

The College President or his/her designee may deny the admission, continued enrollment, or re-enrollment of:

- any individual whose personal history and background indicates that his or her presence at the College would endanger the health, safety, welfare, or property of the College community or interfere with the orderly and effective performance of the functions of WNCC; and/or
- any individual who has misrepresented his/her credentials or background.

Persons who seek enrollment must be given timely notification of a denial of admission.

Review of Denial

Review of a denial of admission or denial of continued enrollment or re-enrollment of students shall be in accordance with the College's disciplinary procedures.

Procedures

The College President shall promulgate such procedures as may be necessary for the implementation of this policy.

Revising this Policy

This Board Policy supersedes any prior WNCC policy, procedure, guideline or handbook on this subject matter.

If statutory provisions, regulatory guidance, or court interpretations change or conflict with this Board Policy, the Board retains the right to revise accordingly and for the changes to take effect immediately.

Original Adoption Date and Board of Governor's Minutes Item Number: 1979 & 1985

Revision Date and Board of Governors' Minutes Item Number: 2020

Prior Policy Number:

- 500.010.86 Admission of Students
- 500.0400.79 Admission to High demand Programs
- 500.0500.79 Right to Deny Admission

Sponsoring Division/Department: Student Services/Admissions

Repeal Date:

WESTERN NEBRASKA COMMUNITY COLLEGE

President's Procedure

TITLE: General Admission Requirements for Students

DIVISION: Student Services

CATEGORY: Admissions, Registration, and Student Records

REFERENCE: BP-210 Philosophy, Role, Mission, Vision, and Values
BP-501 Standards of Satisfactory Academic Progress PP-501 Standards of Satisfactory Academic Progress BP-513 International Students Policy
PP-513 International Students Procedure
BP-520 Admission, Continued Enrollment and Re-Enrollment of Students
BP-521 Residency
PP-521 Residency Guidelines and Procedures
Policy 201.0100.12 Discrimination, Harassment, and Retaliation Prohibited
Policy 500.4150.86 Scholastic Probation and Suspension

NUMBER: PP-520

DATE OF REVIEW:

APPROVAL: Dr. Carmen Simone, President

Purpose

This procedure establishes requirements for student admission to WNCC and applied to all prospective and current students.

Definitions

Appeals: Since WNCC is an open enrollment institution, all students are admitted to the college. There are some programs in which students must apply for acceptance. Appeals to the admissions process will be considered by the Admissions Director in consultation with the appropriate Dean of Instruction and/or Program Director. All appeals must be submitted in writing.

Degree Seeking Students: Individuals with the goal of pursuing coursework leading to a certificate, two-year degree or eventual transfer of their credits to another degree-granting college or university. Students with a degree-seeking status may be eligible for financial aid at WNCC.

Non-Degree Seeking Students: Individuals whose goal is to take a limited number of courses for the purposes of personal or professional enrichment and who have no intent of accumulating credits toward a certificate or degree. Non-degree seeking students should refer to the WNCC catalog for specific registration information.

Prerequisite: Knowledge that must be attained prior to enrolling in certain courses, which may be advanced coursework.

Former Students: Students previously enrolled at WNCC students who have not been enrolled for 12 months or longer.

Procedure

As per Board policy, WNCC is an equal opportunity institution. The College prohibits discrimination in its practices, programs, and activities. All students wishing to enroll in degree- or non-degree seeking coursework, who meet the minimum age limit and other admission requirements, as listed below, shall be considered for acceptance to WNCC regardless of race, color, religion, national origin, sex or gender, age, disability, marital status, military veteran status, sexual orientation, gender expression/identity, or political affiliation. The College is committed to maintaining an environment free from discrimination, sexual or other forms of harassment, and retaliation.

General Admission Requirements for All Students

Minimum Age

It is the policy of the Board to admit students who are high school graduates or the equivalent, have reached the legal age, or are emancipated and have reached 17 years of age or older. In addition, those who are at least 16 years of age and approved to take CollegeNow (dual credit) courses or enrolled in GED courses and able to benefit from a program or course of study offered at the College will also be allowed to enroll. The College President or designee may grant a waiver of the minimum age based on extenuating circumstances unique to WNCC's role and mission.

Additional Requirements

In addition to the minimum age requirements, students must:

- Submit an application for admission.
- Submit an official transcript from an approved or accredited high school or home school, or present an authorized transcript reflecting passing scores on the General Education Development/Diploma (GED) test. In the absence of a high school transcript, the student may submit ACCUPLACER®, ACT, SAT, or currently accepted placement scores completed within the past three years.

Should a concern arise regarding the validity of a high school student's completion, the Admissions Director or Registrar will confirm with the high school the status of the student's completion of the validating document. Should there be concerns about a questionable high school transcript received from a secondary school, the Registrar will

conduct the appropriate research to determine if the submitting institution is accredited. The Registrar will make the final decision regarding the validity of the transcript.

- Submit official transcripts from all colleges previously attended.
- Meet course and/or program prerequisite requirements defined in the current *College Catalog*. NOTE: Acceptance to WNCC does not guarantee admission to all majors as specific programs may have prerequisites designed to facilitate successful completion.
- Complete the ACCUPLACER® basic skills assessment, or provide ACT or SAT scores unless exempt by:
 - an earned college degree from an accredited institution of higher education, or
 - successful completion of English Composition, Reading Techniques, and/or College Algebra (or a higher-level math course).
- Receive information on required vaccinations, if the student will reside in on-campus housing. The student's parent or guardian shall also receive this information.

International Students

International (non-U.S. citizens) students must meet the requirements for admission as established in Board Policy BP-513 (International Students) and President's Procedure PP-513 (International Students).

Denial of Admission

The Vice President of Student Services or designee may deny the admission, continued enrollment, or re-enrollment of:

- any individual whose personal history and background indicates that his or her presence at the College would endanger the health, safety, welfare, or property of the College community or interfere with the orderly and effective performance of the WNCC's functions; and/or
- any individual who has misrepresented his/her credentials or background.

Persons who seek enrollment must be given timely notification of a denial of admission. Appeals for a denial of Admission must be submitted in writing to the College President.

Student Classification

Students are classified by academic year and admission status according to the following definitions:

Academic Year

- *Freshman*: Successful completion of fewer than 30 college-level semester credit hours.
- *Sophomore*: Successful completion of 30 or more college-level semester credit hours.
- *Unclassified*: Awarded a degree at the associate-level or above.

Admission Status

- *First-Time Any College*: Attending WNCC for the first time after earning a high school diploma or GED.
- *Continuing Student*: Attended WNCC within the past 12 months.

- *Previously Attended Student*: Not attended WNCC within the past 12 months and re-entering the College.
- *Transfer Student*: Some prior college or university experience.

Residency

Students are classified as either a resident, border state resident, or non-resident of Nebraska for tuition purposes at the time of admission.

The initial tuition classification decision is made by the Registrar's Office for the semester in which the student is admitted. The classification is based on the information provided on the application for admission. Failure to answer all questions could lead to a non-resident classification. After the tuition classification is determined, it remains unchanged in the absence of further action and evidence to the contrary. The standards for residency and appeals process are established in President's Procedure PP-521 (Residency Guidelines and Procedures).

Continued Enrollment for Students

WNCC students are expected to abide by all WNCC rules and regulations in order to maintain continued enrollment status. Students must also demonstrate satisfactory progress toward the completion of a diploma, certificate, or degree. Students are considered to be making progress if they have a WNCC grade point average of 2.0 or higher. (WNCC Policy 500.4150.86 – Authority for Suspension or Probation)

Students receiving federal financial aid must meet the requirements for Satisfactory Academic Progress (SAP), as defined by Title IV, Federal Financial Aid. Students failing to meet the federal standards may be subject to disciplinary procedures, as defined by the President's Procedure PP-501(Standards of Satisfactory Academic Progress). Students who fail to maintain satisfactory academic progress may receive:

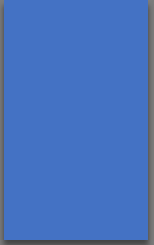
- a warning
- suspension of all federal financial aid, which may prohibit the student from continued enrollment.

Re-Enrollment of Students

Students who have had a separation from the College for 12 months or longer will be classified as previously attended or re-admitted/re-enrolled. Former WNCC students who have not been enrolled for 12 months or longer must complete a new application for admission and meet current admission standards to be eligible to register for classes. If it has been 12 months or longer since enrollment, students will follow the *College Catalog* in place at the time of re-entry.

Revising this Procedure

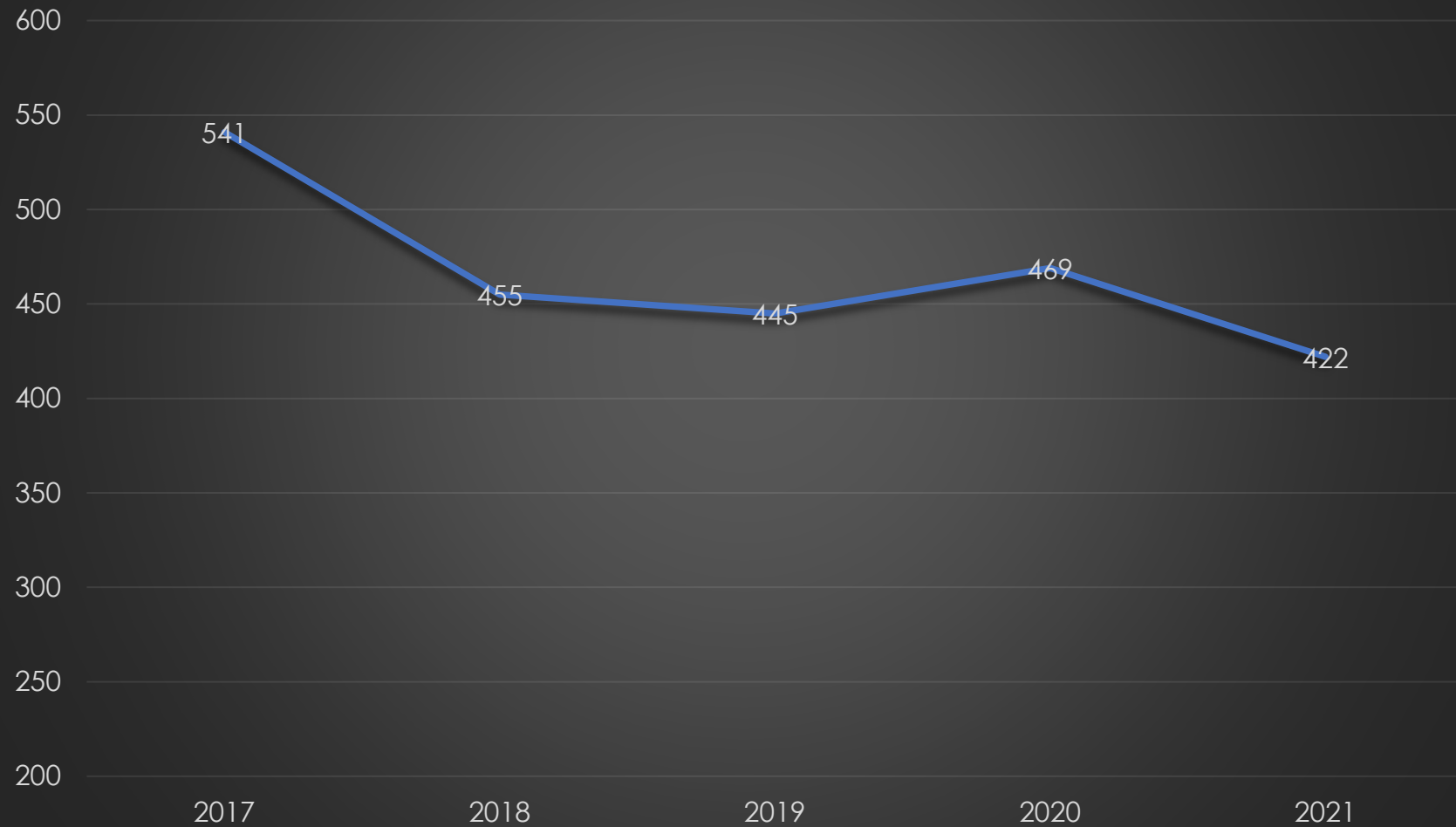
If statutory provisions, regulatory guidance, or court interpretations change or conflict with this President's Procedure, the College retains the right to revise accordingly and for the changes to take effect immediately.



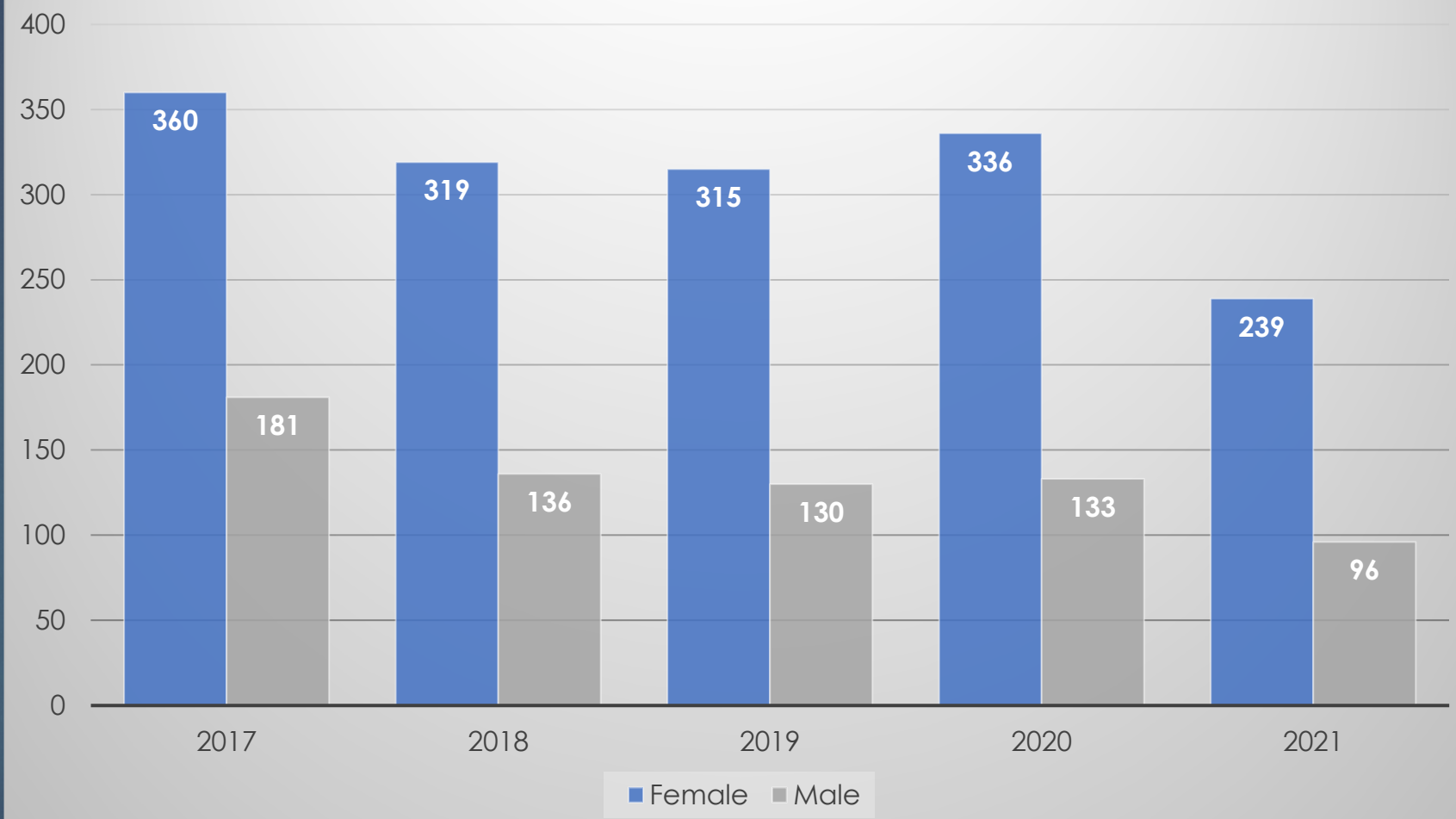
Review of Summer Headcount & Demographics 2017 - 2021

Total Summer Headcount 2017 – 2021

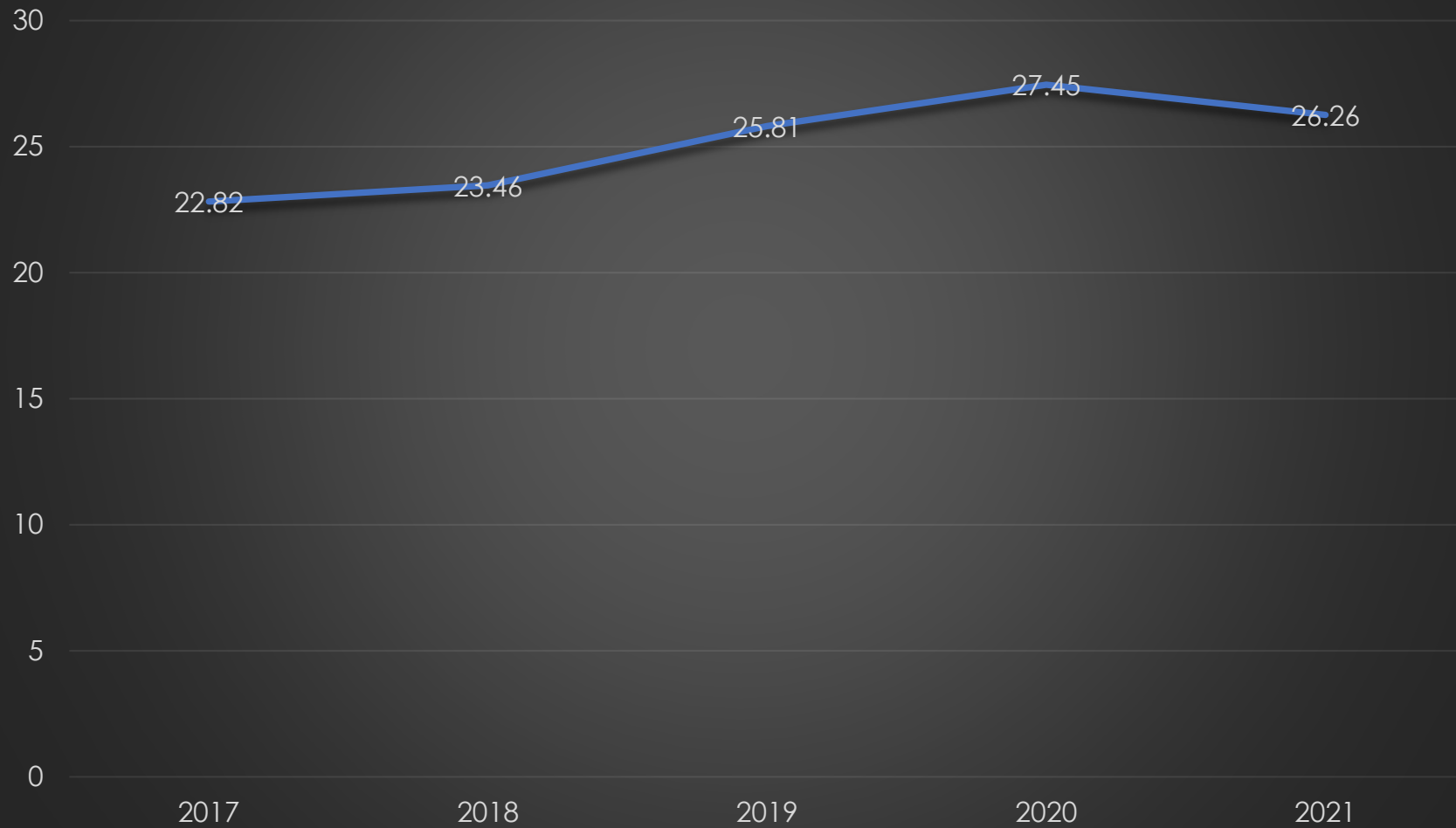
*2021 #'s are not final



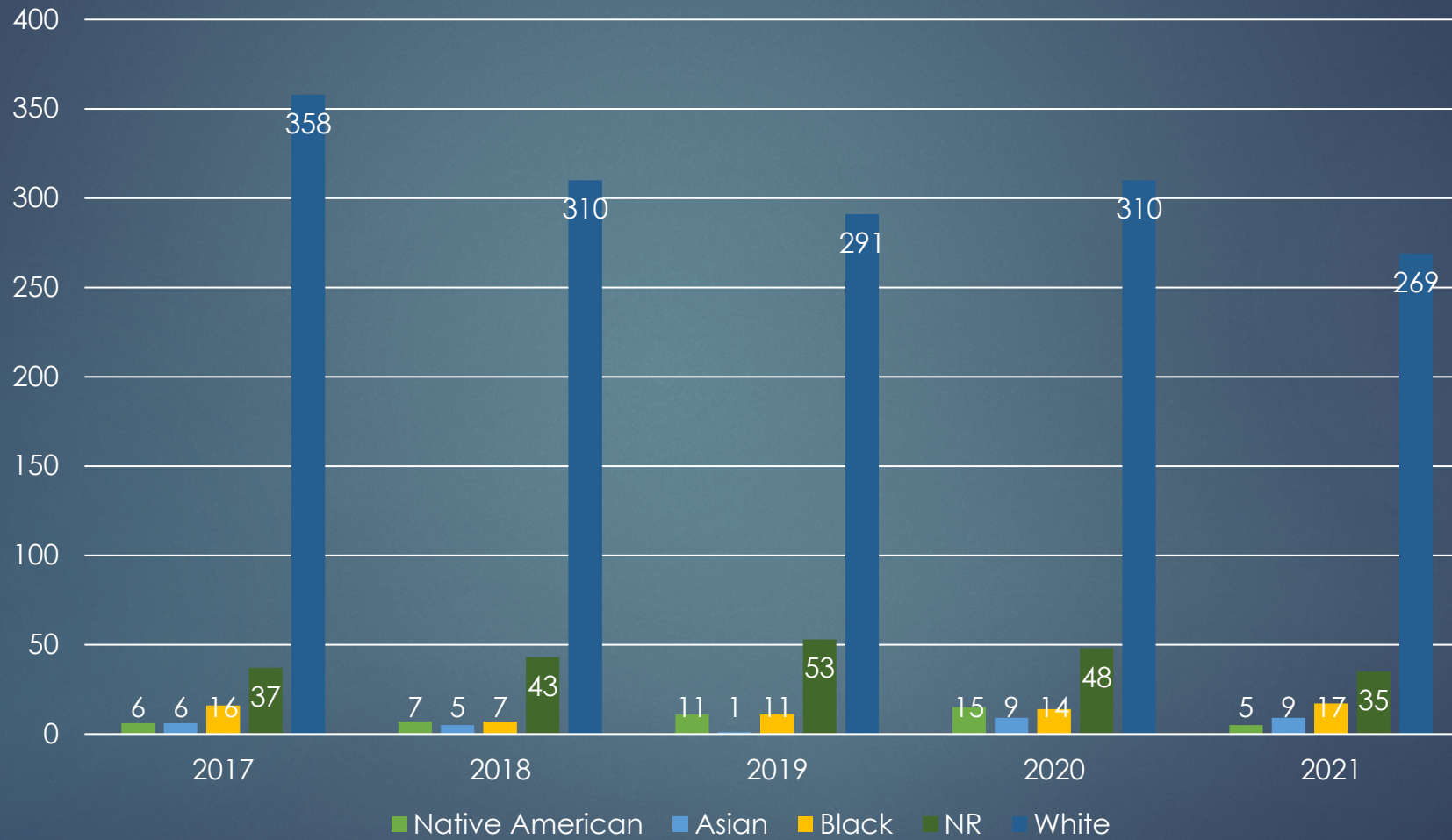
Summer Headcount by Gender 2017 - 2021



Summer Headcount % Hispanic 2017 - 2021



Summer Headcount by Race 2017 - 2021



84-1407. Act, how cited.

Sections 84-1407 to 84-1414 shall be known and may be cited as the **Open Meetings Act**.

84-1408. Declaration of intent; meetings open to public.

It is hereby declared to be the policy of this state that the formation of public policy is public business and may not be conducted in secret.

Every meeting of a public body shall be open to the public in order that citizens may exercise their democratic privilege of attending and speaking at meetings of public bodies, except as otherwise provided by the Constitution of Nebraska, federal statutes, and the Open Meetings Act.

84-1409. Terms, defined.

For purposes of the Open Meetings Act, unless the context otherwise requires:

(1)(a) Public body means (i) governing bodies of all political subdivisions of the State of Nebraska, (ii) governing bodies of all agencies, created by the Constitution of Nebraska, statute, or otherwise pursuant to law, of the executive department of the State of Nebraska, (iii) all independent boards, commissions, bureaus, committees, councils, subunits, or any other bodies created by the Constitution of Nebraska, statute, or otherwise pursuant to law, (iv) all study or advisory committees of the executive department of the State of Nebraska whether having continuing existence or appointed as special committees with limited existence, (v) advisory committees of the bodies referred to in subdivisions (i), (ii), and (iii) of this subdivision, and (vi) instrumentalities exercising essentially public functions; and

(b) Public body does not include (i) subcommittees of such bodies unless a quorum of the public body attends a subcommittee meeting or unless such subcommittees are holding hearings, making policy, or taking formal action on behalf of their parent body, except that all meetings of any subcommittee established under section 81-15,175 are subject to the Open Meetings Act, and (ii) entities conducting judicial proceedings unless a court or other judicial body is exercising rulemaking authority, deliberating, or deciding upon the issuance of administrative orders;

(2) Meeting means all regular, special, or called meetings, formal or informal, of any public body for the purposes of briefing, discussion of public business, formation of tentative policy, or the taking of any action of the public body; and

(3) Virtual conferencing means conducting or participating in a meeting electronically or telephonically with interaction among the participants subject to subsection (2) of section 84-1412.

84-1410. Closed session; when; purpose; reasons listed; procedure; right to challenge; prohibited acts; chance meetings, conventions, or workshops.

(1) Any public body may hold a closed session by the affirmative vote of a majority of its voting members if a closed session is clearly necessary for the protection of the public interest or

for the prevention of needless injury to the reputation of an individual and if such individual has not requested a public meeting. The subject matter and the reason necessitating the closed session shall be identified in the motion to close. Closed sessions may be held for, but shall not be limited to, such reasons as:

(a) Strategy sessions with respect to collective bargaining, real estate purchases, pending litigation, or litigation which is imminent as evidenced by communication of a claim or threat of litigation to or by the public body;

(b) Discussion regarding deployment of security personnel or devices;

(c) Investigative proceedings regarding allegations of criminal misconduct;

(d) Evaluation of the job performance of a person when necessary to prevent needless injury to the reputation of a person and if such person has not requested a public meeting;

(e) For the Community Trust created under section 81-1801.02, discussion regarding the amounts to be paid to individuals who have suffered from a tragedy of violence or natural disaster; or

(f) For public hospitals, governing board peer review activities, professional review activities, review and discussion of medical staff investigations or disciplinary actions, and any strategy session concerning transactional negotiations with any referral source that is required by federal law to be conducted at arms length.

Nothing in this section shall permit a closed meeting for discussion of the appointment or election of a new member to any public body.

(2) The vote to hold a closed session shall be taken in open session. The entire motion, the vote of each member on the question of holding a closed session, and the time when the closed session commenced and concluded shall be recorded in the minutes. If the motion to close passes, then the presiding officer immediately prior to the closed session shall restate on the record the limitation of the subject matter of the closed session. The public body holding such a closed session shall restrict its consideration of matters during the closed portions to only those purposes set forth in the motion to close as the reason for the closed session. The meeting shall be reconvened in open session before any formal action may be taken. For purposes of this section, formal action shall mean a collective decision or a collective commitment or promise to make a decision on any question, motion, proposal, resolution, order, or ordinance or formation of a position or policy but shall not include negotiating guidance given by members of the public body to legal counsel or other negotiators in closed sessions authorized under subdivision (1)(a) of this section.

(3) Any member of any public body shall have the right to challenge the continuation of a closed session if the member determines that the session has exceeded the reason stated in the original motion to hold a closed session or if the member contends that the closed session is neither clearly necessary for (a) the protection of the public interest or (b) the prevention of needless injury

to the reputation of an individual. Such challenge shall be overruled only by a majority vote of the members of the public body. Such challenge and its disposition shall be recorded in the minutes.

(4) Nothing in this section shall be construed to require that any meeting be closed to the public. No person or public body shall fail to invite a portion of its members to a meeting, and no public body shall designate itself a subcommittee of the whole body for the purpose of circumventing the Open Meetings Act. No closed session, informal meeting, chance meeting, social gathering, email, fax, or other electronic communication shall be used for the purpose of circumventing the requirements of the act.

(5) The act does not apply to chance meetings or to attendance at or travel to conventions or workshops of members of a public body at which there is no meeting of the body then intentionally convened, if there is no vote or other action taken regarding any matter over which the public body has supervision, control, jurisdiction, or advisory power.

84-1411. Meetings of public body; notice; method; contents; when available; right to modify; duties concerning notice; videoconferencing or telephone conferencing authorized; emergency meeting without notice; appearance before public body.

(1)(a) Each public body shall give reasonable advance publicized notice of the time and place of each meeting as provided in this subsection. Such notice shall be transmitted to all members of the public body and to the public.

(b)(i) Except as provided in subdivision (1)(b)(ii) of this section, in the case of a public body described in subdivision (1)(a)(i) of section 84-1409 or such body's advisory committee, such notice shall be published in a newspaper of general circulation within the public body's jurisdiction and, if available, on such newspaper's web site.

(ii) In the case of the governing body of a city of the second class or village or such body's advisory committee, such notice shall be published by:

(A) Publication in a newspaper of general circulation within the public body's jurisdiction and, if available, on such newspaper's web site; or

(B) Posting written notice in three conspicuous public places in such city or village. Such notice shall be posted in the same three places for each meeting.

(iii) In the case of a public body not described in subdivision (1)(b)(i) or (ii) of this section, such notice shall be given by a method designated by the public body.

(c) In addition to a method of notice required by subdivision (1)(b)(i) or (ii) of this section, such notice may also be provided by any other appropriate method designated by such public body or such advisory committee.

(d) Each public body shall record the methods and dates of such notice in its minutes.

(e) Such notice shall contain an agenda of subjects known at the time of the publicized notice or a statement that the agenda, which shall be kept continually current, shall be readily available for public inspection at the principal office of the public body during normal business hours. Agenda items shall be sufficiently descriptive to give the public reasonable notice of the matters to be considered at the meeting. Except for items of an emergency nature, the agenda shall not be altered later than (i) twenty-four hours before the scheduled commencement of the meeting or (ii) forty-eight hours before the scheduled commencement of a meeting of a city council or village board scheduled outside the corporate limits of the municipality. The public body shall have the right to modify the agenda to include items of an emergency nature only at such public meeting.

(2)(a) The following entities may hold a meeting by means of virtual conferencing if the requirements of subdivision (2)(b) of this section are met:

(i) A state agency, state board, state commission, state council, or state committee, or an advisory committee of any such state entity;

(ii) An organization, including the governing body, created under the Interlocal Cooperation Act, the Joint Public Agency Act, or the Municipal Cooperative Financing Act;

(iii) The governing body of a public power district having a chartered territory of more than one county in this state;

(iv) The governing body of a public power and irrigation district having a chartered territory of more than one county in this state;

(v) An educational service unit;

(vi) The Educational Service Unit Coordinating Council;

(vii) An organization, including the governing body, of a risk management pool or its advisory committees organized in accordance with the Intergovernmental Risk Management Act;

(viii) A community college board of governors;

(ix) The Nebraska Brand Committee;

(x) A local public health department;

(xi) A metropolitan utilities district;

(xii) A regional metropolitan transit authority;

(xiii) A natural resources district; and

(xiv) The Judicial Resources Commission.

(b) The requirements for holding a meeting by means of virtual conferencing are as follows:

(i) Reasonable advance publicized notice is given as provided in subsection (1) of this section, including providing access to a dial-in number or link to the virtual conference;

(ii) In addition to the public's right to participate by virtual conferencing, reasonable arrangements are made to accommodate the public's right to attend at a physical site and participate as provided in section 84-1412, including reasonable seating, in at least one designated site in a building open to the public and identified in the notice, with: At least one member of the entity holding such meeting, or his or her designee, present at each site; a recording of the hearing by audio or visual recording devices; and a reasonable opportunity for input, such as public comment or questions, is provided to at least the same extent as would be provided if virtual conferencing was not used;

(iii) At least one copy of all documents being considered at the meeting is available at any physical site open to the public where individuals may attend the virtual conference. The public body shall also provide links to an electronic copy of the agenda, all documents being considered at the meeting, and the current version of the Open Meetings Act; and

(iv) Except as otherwise provided in this subdivision or subsection (4) of section 79-2204, no more than one-half of the meetings of the state entities, advisory committees, boards, councils, organizations, or governing bodies are held by virtual conferencing in a calendar year. In the case of an organization created under the Interlocal Cooperation Act that sells electricity or natural gas at wholesale on a multistate basis or an organization created under the Municipal Cooperative Financing Act, the organization may hold more than one-half of its meetings by virtual conferencing if such organization holds at least one meeting each calendar year that is not by virtual conferencing. The governing body of a risk management pool that meets at least quarterly and the advisory committees of the governing body may each hold more than one-half of its meetings by virtual conferencing if the governing body's quarterly meetings are not held by virtual conferencing.

(3) Virtual conferencing, emails, faxes, or other electronic communication shall not be used to circumvent any of the public government purposes established in the Open Meetings Act.

(4) The secretary or other designee of each public body shall maintain a list of the news media requesting notification of meetings and shall make reasonable efforts to provide advance notification to them of the time and place of each meeting and the subjects to be discussed at that meeting.

(5) When it is necessary to hold an emergency meeting without reasonable advance public notice, the nature of the emergency shall be stated in the minutes and any formal action taken in such meeting shall pertain only to the emergency. Such emergency meetings may be held by virtual conferencing. The provisions of subsection (4) of this section shall be complied with in conducting emergency meetings. Complete minutes of such emergency meetings specifying the nature of the emergency and any formal action taken at the meeting shall be made available to the public by no later than the end of the next regular business day.

(6) A public body may allow a member of the public or any other witness to appear before the public body by means of virtual conferencing.

(7)(a) Notwithstanding subsections (2) and (5) of this section, if an emergency is declared by the Governor pursuant to the Emergency Management Act as defined in section 81-829.39, a public body the territorial jurisdiction of which is included in the emergency declaration, in whole or in part, may hold a meeting by virtual conferencing during such emergency if the public body gives reasonable advance publicized notice as described in subsection (1) of this section. The notice shall include information regarding access for the public and news media. In addition to any formal action taken pertaining to the emergency, the public body may hold such meeting for the purpose of briefing, discussion of public business, formation of tentative policy, or the taking of any action by the public body.

(b) The public body shall provide access by providing a dial-in number or a link to the virtual conference. The public body shall also provide links to an electronic copy of the agenda, all documents being considered at the meeting, and the current version of the Open Meetings Act. Reasonable arrangements shall be made to accommodate the public's right to hear and speak at the meeting and record the meeting. Subsection (4) of this section shall be complied with in conducting such meetings.

(c) The nature of the emergency shall be stated in the minutes. Complete minutes of such meeting specifying the nature of the emergency and any formal action taken at the meeting shall be made available for inspection as provided in subsections (5) and (6) of section 84-1413.

84-1412. Meetings of public body; rights of public; public body; powers and duties.

(1) Subject to the Open Meetings Act, the public has the right to attend and the right to speak at meetings of public bodies, and all or any part of a meeting of a public body, except for closed sessions called pursuant to section 84-1410, may be videotaped, televised, photographed, broadcast, or recorded by any person in attendance by means of a tape recorder, a camera, video equipment, or any other means of pictorial or sonic reproduction or in writing.

(2) It shall not be a violation of subsection (1) of this section for any public body to make and enforce reasonable rules and regulations regarding the conduct of persons attending, speaking at, videotaping, televising, photographing, broadcasting, or recording its meetings, including meetings held by virtual conferencing. A body may not be required to allow citizens to speak at each meeting, but it may not forbid public participation at all meetings.

(3) No public body shall require members of the public to identify themselves as a condition for admission to the meeting nor shall such body require that the name of any member of the public be placed on the agenda prior to such meeting in order to speak about items on the agenda. The body shall require any member of the public desiring to address the body to identify himself or herself, including an address and the name of any organization represented by such person unless the address requirement is waived to protect the security of the individual. X

(4) No public body shall, for the purpose of circumventing the Open Meetings Act, hold a meeting in a place known by the body to be too small to accommodate the anticipated audience.

(5) No public body shall be deemed in violation of this section if it holds its meeting in its traditional meeting place which is located in this state.

(6) No public body shall be deemed in violation of this section if it holds a meeting outside of this state if, but only if:

(a) A member entity of the public body is located outside of this state and the meeting is in that member's jurisdiction;

(b) All out-of-state locations identified in the notice are located within public buildings used by members of the entity or at a place which will accommodate the anticipated audience;

(c) Reasonable arrangements are made to accommodate the public's right to attend, hear, and speak at the meeting, including making virtual conferencing available at an in-state location to members, the public, or the press, if requested twenty-four hours in advance;

(d) No more than twenty-five percent of the public body's meetings in a calendar year are held out-of-state;

(e) Out-of-state meetings are not used to circumvent any of the public government purposes established in the Open Meetings Act; and

(f) The public body publishes notice of the out-of-state meeting at least twenty-one days before the date of the meeting in a legal newspaper of statewide circulation.

(7) Each public body shall, upon request, make a reasonable effort to accommodate the public's right to hear the discussion and testimony presented at a meeting.

(8) Public bodies shall make available at the meeting or the in-state location for virtual conferencing as required by subdivision (6)(c) of this section, for examination and copying by members of the public, at least one copy of all reproducible written material to be discussed at an open meeting, either in paper or electronic form. Public bodies shall make available at least one current copy of the Open Meetings Act posted in the meeting room at a location accessible to members of the public. At the beginning of the meeting, the public shall be informed about the location of the posted information.

84-1413. Meetings; minutes; roll call vote; secret ballot; when.

(1) Each public body shall keep minutes of all meetings showing the time, place, members present and absent, and the substance of all matters discussed.

(2) Any action taken on any question or motion duly moved and seconded shall be by roll call vote of the public body in open session, and the record shall state how each member voted or if

the member was absent or not voting. The requirements of a roll call or viva voce vote shall be satisfied by a public body which utilizes an electronic voting device which allows the yeas and nays of each member of such public body to be readily seen by the public.

(3) The vote to elect leadership within a public body may be taken by secret ballot, but the total number of votes for each candidate shall be recorded in the minutes.

(4) The minutes of all meetings and evidence and documentation received or disclosed in open session shall be public records and open to public inspection during normal business hours.

(5) Minutes shall be written, except as provided in subsection (6) of this section, and available for inspection within ten working days or prior to the next convened meeting, whichever occurs earlier, except that cities of the second class and villages may have an additional ten working days if the employee responsible for writing the minutes is absent due to a serious illness or emergency.

(6) Minutes of the meetings of the board of a school district or educational service unit may be kept as an electronic record.

(7) Beginning July 31, 2022, the governing body of a natural resources district, the city council of a city of the metropolitan class, the city council of a city of the primary class, the city council of a city of the first class, the county board of a county with a population greater than twenty-five thousand inhabitants, and the school board of a school district shall make available on such entity's public web site the agenda and minutes of any meeting of the governing body. The agenda shall be placed on the web site at least twenty-four hours before the meeting of the governing body. Minutes shall be placed on the web site at such time as the minutes are available for inspection as provided in subsection (5) of this section. This information shall be available on the public web site for at least six months.

84-1414. Unlawful action by public body; declared void or voidable by district court; when; duty to enforce open meeting laws; citizen's suit; procedure; violations; penalties.

(1) Any motion, resolution, rule, regulation, ordinance, or formal action of a public body made or taken in violation of the Open Meetings Act shall be declared void by the district court if the suit is commenced within one hundred twenty days of the meeting of the public body at which the alleged violation occurred. Any motion, resolution, rule, regulation, ordinance, or formal action of a public body made or taken in substantial violation of the Open Meetings Act shall be voidable by the district court if the suit is commenced more than one hundred twenty days after but within one year of the meeting of the public body in which the alleged violation occurred. A suit to void any final action shall be commenced within one year of the action.

(2) The Attorney General and the county attorney of the county in which the public body ordinarily meets shall enforce the Open Meetings Act.

(3) Any citizen of this state may commence a suit in the district court of the county in which the public body ordinarily meets or in which the plaintiff resides for the purpose of requiring compliance with or preventing violations of the Open Meetings Act, for the purpose of declaring

an action of a public body void, or for the purpose of determining the applicability of the act to discussions or decisions of the public body. It shall not be a defense that the citizen attended the meeting and failed to object at such time. The court may order payment of reasonable attorney's fees and court costs to a successful plaintiff in a suit brought under this section.

(4) Any member of a public body who knowingly violates or conspires to violate or who attends or remains at a meeting knowing that the public body is in violation of any provision of the Open Meetings Act shall be guilty of a Class IV misdemeanor for a first offense and a Class III misdemeanor for a second or subsequent offense.

Sec. 15, Legislative Bill 83, One Hundred Seventh Legislature, First Session, 2021. (*The Revisor of Statutes will assign a statute number after the Legislature adjourns sine die.*) No motion, resolution, rule, regulation, ordinance, or formal action made, adopted, passed, or taken at a meeting as defined in section 84-1409 of a public body as defined in such section shall be invalidated because such motion, resolution, rule, regulation, ordinance, or formal action was made, adopted, passed, or taken at a meeting or meetings on or after March 17, 2020, and on or before April 30, 2021, pursuant to a Governor's Executive Order which waived certain requirements of the Open Meetings Act.